

Brasted Parish Council

TRAINING POLICY

This Training Policy was reviewed and adopted by the Council at its Meeting held on 11 May 2026.

Introduction

This document forms Brasted Parish Council's Training and L & D Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

The objectives of this strategy are to:

- Encourage Councillors and officers to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

Commitment to Training

Brasted Parish Council is committed to the ongoing training and development of all Councillors and officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

Brasted Parish Council recognises that its most important resource is its Councillors and officers and is committed to encouraging both Councillors and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

The Council expects officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

Providing training yields a number of benefits.

- It improves the quality of the services and facilities that Brasted Parish Council provides;
- It enables the Council to achieve its aims and objectives;
- It improves the skills base of the Clerk and Councillors;
- It demonstrates that the Clerk and Councillors are valued.

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the Council, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Evaluating the effectiveness of training.

Identification of Training Needs

The Clerk will be asked to identify their development needs during their annual appraisal or meetings with an appointed Councillor, usually the Chairman. There are number of additional ways that the training needs of officers may be recognised:

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- Devolved services / delivery of new services

If the Clerk wishes to be nominated for a training course they should discuss this in the first instance during their appraisal, or meeting with an appointed Councillor or the Chairman, where it will be determined whether the training is relevant to the Council's needs.

Financial Assistance

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. In order to best ensure cost effectiveness, Councillors and Clerk will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Parish Council in the interest of operational effectiveness or Best Value.

It is expected that Brasted Parish Council will sponsor course fees and travelling expenses.

Evaluation of Training

As part of Brasted Parish Council's continuing commitment to training and development, the Clerk and Councillors are asked to provide feedback at the next Council meeting on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Council.

Conclusion

The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and officers. The adoption of a training policy has a practical implication for Brasted Parish Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

Commitment to the Clerk and Councillors

Brasted Parish Council has a fully integrated policy in the field of training based in this document and the commitment to funding in its regular budget. Brasted Parish Council supports the concept of investing in life-long Learning and Development for the Clerk and Councillors and will commit an appropriate percentage of its budget on a regular sustainable basis. The Council will work closely with the Kent Association of Local Councils and avail itself of the resources of other bodies as appropriate to ensure high quality Learning and Development programmes.

Brasted Parish Council makes the following commitment to its Councillors: that every new Councillor, whether elected or co-opted, will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office.

Brasted Parish Council makes the following commitment to its officers of the Council: that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.