PORINGLAND PARISH COUNCIL

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Training and Development Statement

Policy Reference	PPC 4
Version Number	2
Associated Documents	
Last Review Date	March 2025
Frequency of Review	Three Years
Approved by	Full Council
Date for Next Review	March 2028

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

STATEMENT OF TRAINING INTENT

Poringland Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

Poringland Parish Council employs full-time staff and part-time staff, plus casual bar staff as required for functions. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

Staff training will be identified by the Clerk and the Chairman.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Bar staff and caretaking staff will require specialised training in their respective fields. Such training will be identified and either be carried out in-house or by specialist training centres as is appropriate.

The Clerk will be expected to be CiLCA qualified, or will work towards gaining the qualification within 12 months of appointment. Senior staff will be offered the opportunity to gain the CiLCA qualification with support from the Parish Council.

The Clerk will be expected to attend all relevant training days whenever possible and other members of staff and councillors will be expected to attend training days which are relevant to their office. New councillors will be provided with an information pack containing key information about the Council, and will be expected to attend an Initial Training for Clerks and Councillors course.

Councillors will be encouraged to attend training opportunities. In-house training during an evening will be considered wherever possible, to enable all councillors to attend. All training presentation papers will be retained and used for in-house training and information sharing.