



# FOWLMERE PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

**This Training and Development Policy of Intent was first adopted by Fowlmere Parish Council on 16th July 2025.**

**It is to be reviewed annually which is notated at the end of this document.**

### 1. Introduction

Fowlmere Parish Council (the Council) is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the community it serves, but also the personal development of staff and councillors alike.

### 2. Training

- Training is defined as a ‘planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation’.
- Learning can be categorised into the following:
  - Intuitive – learning which happens by chance and we may not be conscious of it.
  - Incidental – learning by reflection on particular events or activities.
  - Retrospective – a system approach to reflecting on activities and identifying what we have learned from them.
  - Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.
- It is anticipated that member/staff learning will reflect many of the above.

### 3. Training Aims

The Council’s training aims are the following:

- To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
- To put in place an acceptable level of succession planning in order to:
- Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
- Ensure the Council can continue to operate during times where staff may be unavailable e.g. holiday, sickness, staff turnover, etc.
- Ensure the Council is successful in obtaining Quality Parish Council Status.

Action	Frequency
Allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff.	Annually
<b>Staff Training</b>	
New Clerks to undertake Induction Training/New Clerk Training	When new in post
Clerk to undertake appraisals to identify / develop training needs	Annually

Action	Frequency
All office based staff encouraged to undertake the following (but not exhaustive list) training, for which the Council will provide financial support: <ul style="list-style-type: none"> <li>• Introduction to Local Council Administration (ILCA)</li> <li>• Financial Introduction to Local Council Administration (FILCA)</li> <li>• Certificate in Local Council Administration (CiLCA)</li> <li>• Clerk encouraged to undertake the Certificate in Community Governance.</li> </ul>	Ongoing
Clerk encouraged to read regular publications and updates on the Internet from: SLCC CAPALC & NALC, “The Clerk Magazine” (NALC), “Local Council Review” (SCDC)	Dependant on publication - Ongoing
Clerk encouraged to attend training, seminars and conferences relevant to their position	Ongoing
Clerk encouraged to engage with other Clerks in the local area, and any meetings and forums with the District and County Council.	Ongoing
<b>Councillor Training</b>	
All Councillors to be provided with New Councillor Induction Pack and to receive a short induction session as soon as practicable following Local Council Elections	Every 4 Years
All Councillors to engage with their Parish Council .gov.uk email account to enable them to be fully informed to support them in their role and to keep them updated.	
All Councillors encouraged to attend Councillor training provided by CAPALC as soon as practicable including <ul style="list-style-type: none"> <li>• Code of Conduct Training</li> <li>• Councillor Training</li> <li>• Chairmanship Training</li> <li>• Planning Training</li> </ul>	On election to office
All Councillors are encouraged to attend training and conferences as appropriate to needs and responsibilities of the individual Councillor and the Council as a whole	Ongoing
All Councillors encouraged to read the following publications: <ul style="list-style-type: none"> <li>• The Good Councillors’ Guide 2024</li> <li>• The Good Councillors Guide to Employment 2023</li> <li>• The Good Councillors Guide to Cyber Security 2021</li> <li>• The Good Councillors Guide to Transport Planning 2019</li> <li>• How to Respond to Planning Applications 2025</li> <li>• The Good Councillors Guide to Finance 2025</li> <li>• The Practitioners Guide 2025</li> <li>• The Good Councillors’ Guide to Community Business 2020</li> </ul>	On election to office and as and when required

#### 4. Monitoring and Review

- This policy was adopted on 15th July 2025 (minute reference **25/065b**) and will be reviewed in three years or sooner should legislation dictate / each year at the Annual Meeting.



## **FOWLMERE PARISH COUNCIL**

### **TRAINING AND DEVELOPMENT POLICY ADOPTION AND REVIEW PAGE**

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<b>Review Date</b>	<b>Reviewed by</b>	<b>Review accepted by Full Council</b>
16th July 2025	Full Council	16th July 2025
19th May 2026	Full Council	19th May 2026
next review May 2027		