

Training & Development Policy

1. Introduction Downend & Bromley Heath Parish Council is committed to the ongoing training and development of its staff, elected members, and volunteers. Well-trained and informed individuals promote best practice, support effective service delivery, and contribute to a professional and efficient organisation. This policy ensures that individuals are equipped to fulfil their responsibilities effectively and confidently.

2. Scope

This policy applies to all employees (permanent and temporary), elected Councillors, and volunteers working on behalf of the Parish Council.

3. Training Objectives

The Council's training objectives are to:

- Provide suitably trained, qualified, and motivated staff, volunteers, and Councillors.
 - Support career development and professional growth.
 - Maintain a high standard of service delivery through relevant and timely training.
 - Foster job satisfaction, a culture of learning, and a commitment to continuous improvement.
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4. Staff Training

- All staff will receive an annual appraisal during which training and development needs will be identified.
 - Identified training needs will be addressed in a timely and appropriate manner.
 - A dedicated budget is allocated to support staff development.
 - Training may be provided in-house or through approved external providers.
 - Records of all training undertaken will be maintained by the Clerk.
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5. Councillor Training

- A training budget is allocated to support the development of elected members.
- All Councillors will be offered training opportunities relevant to their roles.

- Attendance at training is strongly encouraged, particularly for new Councillors and when responsibilities or legislation change.
 - The Council maintains links with reputable training providers including:
 - South Gloucestershire Council
 - Avon Local Councils Association (ALCA)
 - Society of Local Council Clerks (SLCC)
 - All training requests should be submitted to the Finance & General Purposes Committee for approval.
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6. Volunteer Training

- Volunteers will be provided with appropriate training to support the tasks they undertake.
 - Where applicable, volunteers will also receive an induction.
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7. Induction

- All new staff, Councillors, and volunteers will receive a structured induction appropriate to their role.
 - Induction will include: Council structure, roles and responsibilities, Code of Conduct, GDPR awareness, Health & Safety, and Safeguarding (if applicable).
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8. Financial Assistance and Reimbursement

- If the Council agrees to fund a formal recognised qualification, a written agreement will be signed, confirming the conditions of funding.
 - Employees may be asked to reimburse training costs if they leave the Council within two years of completing the funded course, except in exceptional circumstances.
 - Training costs must be approved before any financial commitment is made.
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9. Equality and Accessibility

- The Council is committed to ensuring equal access to training and development opportunities.
 - Reasonable adjustments will be made to accommodate individual learning needs and ensure compliance with the Equality Act 2010.
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10. Monitoring and Review

- The effectiveness of training will be monitored periodically.
 - Feedback from participants may be collected to assess quality and relevance.
 - A central training record will be maintained by the Clerk.
 - This policy will be reviewed regularly, or in response to legislative or operational changes.
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Review History

- Adopted by Parish Council: 26/6/2025
- Next Scheduled Review: 26/6/2027