



ABBERTON AND LANGENHOE PARISH COUNCIL

Training Policy

This policy was reviewed and agreed at a meeting of the Full Council held on 9th January 2023 (Min. No 174/22) and 11th December 2023 (Min 143/23). Next review due December 2024

Abberton and Langenhoe Parish Council (the Council) takes all aspects of training very seriously. It believes that through good quality and where practical regular training, Councillors and Council staff remain effective and efficient when discharging their duties for the community.

At any time, a Councillor or member of staff can ask the Clerk to investigate training of either a standard or specific nature and to provide details of dates, venues, costs and subject matter content. Once assembled the Councillor or staff member can choose the date they would like to attend and ask the Clerk to make any booking arrangements. Training will be given on a first come first served basis providing it is relevant and the costs can be met from within the available training budget. The Parish Council Chair will have the ultimate say on whether training is relevant and also, should there be insufficient training budget remaining for that year, can be undertaken. Priority will be given to new Councillors or members of staff if there are budget constraints.

The training budget is set annually and the year to date figures are reported through the monthly financial reports and made available to all through the web site.

The Council will reimburse travel expenses associated with attending training courses. Expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

Councillors that attend training sessions are expected to brief the Clerk on the effectiveness of the training given and specifically bring to the Clerks attention any new legislation changes covered by the training course. This will help ensure the Clerk remains current on changes and can instruct Councillors accordingly.

Whilst it is expected that Councillors attend training sessions it cannot be compulsory. It is expected that all Councillors should attend training sessions relevant to Councillor duties and responsibilities. When a course is booked, the Councillor is expected to find a substitute to attend in their place should there be unexpected developments that prevent their attendance. It should be noted that costs maybe incurred when training is booked but not taken up.