

Mudford Parish Council Training Policy

1. Introduction

Mudford Parish Council is committed to ensuring that both its Councillors and its sole employee, the Parish Clerk, are adequately trained to carry out their roles effectively. This policy outlines the Council's approach to training and development.

The Governance and Resources Committee (G&R Committee) will support and oversee training initiatives. It plays a key role in promoting understanding of the Parish Council's Code of Conduct, and ensuring respectful and courteous interactions across all levels. Additionally, the Committee is responsible for encouraging and monitoring the learning and development of Council members, staff, and volunteers, and for ensuring that appropriate policies and procedures are in place to meet statutory obligations.

2. Definition of Training

Training is defined as a planned process to develop skills, knowledge, and abilities to meet both current and future needs of the Council. Learning may occur in various forms:

- Intuitive: Unplanned, unconscious learning through experience.
- Incidental: Learning through reflection on events.
- Retrospective: Structured reflection to evaluate what has been learned.
- Proactive: Planned learning with intentional outcomes.

3. Aims of the Training Policy

- To enable Councillors to understand their role, the Council's powers, and how to use resources effectively for the benefit of the community.
- To ensure the Clerk receives relevant training to remain effective, compliant, and confident in their role.
- To support continuity and resilience within the Council through basic succession planning and knowledge retention.

4. Clerk Training

- The Clerk is encouraged to be proactive in identifying their own training and development needs.
- An induction process will be undertaken upon appointment.
- Ongoing training needs may be identified through changes in legislation, procedures, or other requirements.
- The Clerk's training and development will be reviewed during their annual

appraisal.

- The Council supports the Clerk's engagement with resources such as SLCC and NALC publications.
- Formal qualification training may be supported, subject to Council approval and budget availability.

5. Councillor Training

- New Councillors will receive an induction pack and be offered a training session as soon as practicable.
- Councillors are encouraged to complete a basic skills self-assessment.
- Training needs will be discussed with individual Councillors as appropriate.
- Councillors are encouraged to attend training and briefings through SALC (Somerset Association of Local Councils) and other relevant bodies.

6. Financial Assistance

- A training budget will be allocated annually to support training for both the Clerk and Councillors.
- Costs such as course fees and travel expenses will be covered where prior approval has been granted by the Council.
- The Clerk is responsible for seeking approval before registering for any paid training.
- Reimbursement will not be provided for unapproved expenditure.

7. Evaluation and Record Keeping

- After completing training, participants should provide brief feedback or complete an evaluation form.
- Training undertaken by the Clerk will be recorded and presented annually to the Council.
- Councillor training records will be maintained by the Clerk.

This policy was adopted by the Council at its meeting held on 28th May 2026.