



Easebourne Parish Council

Training Policy

Easebourne Parish Council is committed to the training and development of its elected members and staff in order to ensure it operates within relevant legislation and regulations and makes the most appropriate decisions in the best interests of residents and visitors, whilst protecting the natural and built environs of the parish.

Therefore:

- All Councillors and members of staff have a duty to develop and refresh their knowledge to ensure they have a good understanding of all aspects of operating a Parish Council and recognise when such knowledge or understanding could be improved by training.
- Councillors will have access to Standing Orders, Financial Regulations, Codes of Conduct, Policies of the Council, a copy of the Good Councillor Guide and any other information deemed relevant.
- Councillors have a duty to read all information supplied to them to aid their understanding in order to make appropriate decisions.
- The Parish Council will allocate funds for training each year which will be identified as such within the budget.
- The Parish Council will retain an up-to-date resource library for the use of all Councillors and Staff.
- The Clerk and RFO may be required to gain a CiLCA qualification if this is not held on recruitment.
- The Parish Council will review training requirements on an annual basis.
- The Parish Council may from time to time organise bespoke training sessions which all Councillors and staff must attend.
- The Parish Council will provide mentoring opportunities to new Councillors, and knowledge transfer opportunities to all Councillors.
- The Parish Council will consider any request made by a Councillor or member of staff for training.
- The Parish Council will fund relevant training, and reasonable travel expenses to attend external training sessions.
- The Parish Council will take advantage of specialist knowledge of individual Councillors and Councillors in such a position have a duty to share their knowledge with the Parish Council.
- The Parish Council will take advantage of any offers from officers and elected members from other tiers of local government or residents to provide relevant and useful information to further develop knowledge and understanding.

- The Parish Council may from time to time invite elected members and staff from other Parish Councils to share experience in planning or operating specific projects.
- Should any specific issue arise within the Parish, the Parish Council may select individual Councillors or members of staff to be trained in relevant specialist subjects to aid the whole Parish Council to make appropriate decisions.
- Annual review sessions will take place with the Chairman and Vice Chairman for Councillors and staff to review performance and complete a skills audit to identify specific skills which may be advantageous to the Parish Council.
- The Clerk will retain and maintain a record of training undertaken by each Councillor which will be made available at the Annual Village Meeting.

This Policy was approved and adopted by Easebourne Parish Council on 12th July 2017. It was last reviewed on 9th July 2025 and the next review will take place in July 2027.

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