



Ashchurch Rural Parish Council Training and Development Policy

Reviewed at the Parish Council Meeting on 14 April 2025
Next review due in April 2026 or sooner if required

Policy Statement

Ashchurch Rural Parish Council (ARPC) is committed to offering its staff and Councillors the highest standard of training. Funds are therefore allocated to a training budget each year to enable staff and Councillors to discharge their duties as effectively and efficiently as possible.

Training and Development

ARPC consists of seven Councillors (elected and co-opted) and employs a qualified Clerk/Responsible Financial Officer and Assistant/Deputy Clerk.

General Training and Development Activity

- The Clerk will alert members of staff and Councillors when new training opportunities are available
- The Parish Council will identify training needs whilst considering the overall objectives of the Council as well as the needs of the individuals. This will be monitored by the Clerk, by Councillors during staff appraisals, formal and informal conversations and any other methods as appropriate
- The Council will encourage training and pay expenses arising from such training
- The Council will ensure that all new Councillors receive adequate training at the earliest opportunity, either in house or externally if appropriate training is available
- The Parish Council will evaluate and measure the effectiveness of all training attended
- The Parish Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events
- The Parish Council is committed to the Clerk and Assistant/Deputy Clerk being a member of the Society of Local Council Clerks (SLCC)
- The Parish Council is committed to being members of the Gloucestershire Association of Parish and Town Councils and recognises the training opportunities it offers

Training for Councillors

- Attendance of induction session explaining the role of a Councillor
- Access to following documents via email: Standing Orders, Financial Regulations, Code of Conduct, and available on the ARPC website: all policies of the Council, budget information and other information deemed relevant
- Access to relevant courses

Training for the Clerk and Assistant/Deputy Clerk

- Induction session explaining the role of the Clerk and Assistant/Deputy Clerk
- Provision of all policies and procedures and other information deemed relevant
- A tour of the parish particularly the areas owned or managed by the Parish Council
- Attendance at SLCC Annual Regional Training Seminar and Practitioner's Conference or similar events - financial implications are subject to approval by the Council
- Any other training relevant to the discharge of their duties as arises or identified through annual appraisal - financial implications are subject to approval by the Council
- Subscription to any relevant website/advice services or publications - financial implications are subject to approval by the Council
- Provision of the current edition of Arnold-Baker on Local Council Administration by Paul Clayden and SLCC The Clerk's Manual together with other relevant publications - financial implications are subject to approval by the Council