BREADSALL PARISH COUNCIL
TRAINING POLICY
ADOPTED MAY 2017

The Council takes all aspects of training very seriously believing that through good quality and where practical regular training, Councillors and Council staff remain effective and efficient when discharging their duties for the community.

When training notices and course details are received by the Clerk these are distributed to all members of the Council for information. Any training thought necessary will be identified by the Clerk or Councillors.

A Councillor may request that the Clerk to investigate training of either a standard or specific nature and to provide details of dates, venues, costs and subject matter content. 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 training budget is set annually and the current expenditure is reported through the monthly financial reports.

The Parish 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/Council on the effectiveness of the training given and specifically bring to the Clerk's 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.   Members of staff are expected to brief the Council in a similar manner.

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 are incurred when training is booked but not taken up.