# Hallow Parish Council – Training and Development Policy

Adopted: July 8th 2025

Signed: Hazel Kemshall

Date for review: July 2026

## 1. Purpose of the Policy

Hallow Parish Council is committed to supporting the training and development of all those who contribute to its work—elected councillors, employees, and volunteers. Ensuring that everyone involved is properly trained and supported is essential to the effective delivery of council services, compliance with legislation, and the safety and well-being of the community.
[Ensures an inclusive, effective, and legally compliant council]

## 2. Policy Objectives

- To ensure councillors, staff, and volunteers understand their roles and can carry them out effectively.
- To support continuous professional development to meet changing needs.
- To improve performance, confidence, safety, and engagement across all council functions.
- To ensure training aligns with legal obligations and council priorities.

## 3. Who the Policy Covers

This policy applies to:

- All elected and co-opted councillors.
- All council staff, including the Clerk and Handyman.
- All volunteers working on behalf of the Council (e.g., those maintaining the Old Churchyard).

## 4. Training and Development Provision

<u>Councillors:</u>

- Will receive an induction pack and attend essential courses (e.g., Code of Conduct, Planning, Finance, Data protection, Equality and diversity and safeguarding, CALC provide group councillor training sessions).

- Councillors need to know take responsibility and therefore criteria must be defined.
- Opportunities for chairmanship and leadership development will be promoted.
- Continual development to keep up to date with changes in legislation, and sector appropriate information.

Staff:

- Will be supported in gaining relevant qualifications, such as CiLCA for the Clerk.
- Will receive CPD in areas including finance, health & safety, and project management ensuring up to date in all areas.
- Will receive training (Handyman) in Personal protective wear, and safe use of machinery (strimmer, mower).
- Performance reviews will identify training needs, evaluate training, and monitor progress.

Volunteers:

- Will receive a clear induction and task-specific training (e.g., tools, H&S procedures) to avoid accidents.
- Will be briefed on safeguarding and insurance procedures.
- Training records will be kept for all.
- Their contribution will be recognised and supported.

## 5. Training and Development Budget

The Council sets an annual training budget to cover councillors, staff, and volunteers. This is reviewed annually during the precept setting process. Expenditure is monitored by the Clerk and presented to councillors on a quarterly basis.

The current budget for the year to March 31st, 2026, is £2500. The allocation is as yet not defined though there are ongoing costs for CiLCA training.

The budget may be increased in an election year to take account of new councillors inductions.

Evaluation of quality, worth, and the overall value of training is carried out at the time of staff appraisal and at quarterly budget review by councillors

## 6. Responsibilities

- The Staffing Committee oversees training for staff and volunteers, ensuring access and compliance.

- The Clerk arranges training for councillors and maintains training records for all individuals.
- Individuals are responsible for attending and applying training.

**7. Training Cost Recovery Clause**

In the event that an employee undertakes any external training, course, certification, or development program funded (in whole or in part) by the Company, and the total cost exceeds £500 (or other relevant threshold), the following cost recovery terms shall apply:

7.1 Repayment Obligation:

- If the employee resigns or their employment is otherwise terminated (except by redundancy or employer-initiated termination without cause) within six (6) months of completing the training, the employee agrees to reimburse the Company for 100% of the training costs.
- If the employee resigns or their employment is otherwise terminated (except as noted above) between six (6) months and twelve (12) months from the date of training completion, the employee agrees to reimburse the Company for 50% of the training costs.

7.2 Acknowledgement and Consent:

Prior to enrolment in such training, the employee will be required to sign a Training Agreement outlining the specific costs involved and confirming acceptance of this repayment obligation.

7.3 Deductions:

The Company reserves the right to deduct any outstanding training cost repayment from the employee's final salary or any other monies owed upon termination, subject to compliance with applicable employment law.

7.4 Exceptions:

This clause does not apply if the termination is due to redundancy, long-term ill health, or other exceptional circumstances approved at the Company's sole discretion.

**8. Review of the Policy**

This policy will be reviewed annually by the Staffing Committee or more frequently if legislation, roles, or needs change significantly.

**By embedding training and development in its operations, Hallow Parish Council strengthens community services, governance, and safety across all its activities.**

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