

# **BLUNDESTON & FLIXTON PARISH COUNCIL**

## **TRAINING AND DEVELOPMENT POLICY**

### **Introduction**

Blundeston & Flixton Parish Council ("the Council") is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, staff and voluntary workers of the Council are suitably equipped with the knowledge and skills to carry out their roles, maintain effective working practices and deliver the Council's objectives. The Council will procure or provide such training as it deems necessary and relevant for the delivery of its work.

### **Training and Development Activity**

The Council is comprised of 11 elected/co-opted Councillors and employs a part-time Parish Clerk/Responsible Financial Officer. Volunteers from the surrounding community also assist the Council by undertaking various roles.

The Council will identify training and development needs in the light of the overall objectives of the Council and the requirements of the individual, and this is expected to include but is not restricted to:-

#### Councillors

- All Councillors must be aware of the Standing Orders, Financial Regulations, Code of Conduct and other policies of the Council as published on the website.
- New Councillors should undertake the online training in Councillor Basics (two sessions) provided by the Suffolk Association of Local Councils (SALC).
- New Councillors should also read the Good Councillors Guide – available in electronic form from the member portal of SALC.
- Any other training courses considered relevant, subject to the approval of the Council which should be given at the next available meeting and minuted as such.

#### Parish Clerk/Responsible Financial Officer (RFO)

- Training needs will generally be identified through the recruitment process for any new Clerk/RFO together with ongoing monitoring.
- Must be aware of the Standing Orders, Financial Regulations, Code of Conduct and other policies of the Council as published on the website.
- Attend the online training provided by SALC – as a minimum this should include Clerk Basics (three sessions), New Clerk's Finance, and Budgeting for clerks and Finance Staff.

- Encouraged to gain the Certificate of Local Council Administration (CiLCA) and, once qualified, to undertake Continued Professional Development training (CPD) as required by the CiLCA.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance, Data Protection and understanding the planning system, subject to the approval of the Council which should be given at the next available meeting and minuted as such.
- Encouraged to attend briefings, consultations, training and other general meetings with Clerks from neighbouring parishes to discuss common issues and share best practice.
- Expected to keep up-to-date with any development in the sector and highlight any training required to the Council.

### Volunteers

- Briefings will be given on relevant health and safety matters and the scope of their work prior to starting, including the safe use of any equipment provided by the Council.
- Expected to read the Health & Safety, Volunteers and Risk Assessment – Volunteers policies as published on the website.

### **Reimbursement of costs**

The Council will pay the following costs in respect of training and ongoing development:-

Course fees for any training undertaken on the SALC portal by the Clerk/RFO or Councillors

Course fees, application fee, exam fees, study time (paid at normal hourly rate subject to a maximum of 5 hours per month) and support workshops in respect of the CiLCA qualification. The Council reserves the right to request repayment of these costs in full if:-

- The Clerk/RFO leaves the council during the duration of the course, or up-to 1 year following completion of the course
- The Clerk/RFO fails to complete the training
- The Clerk/RFO fails to attend training without good reason

This policy was adopted by the council at its meeting held on 15 September 2025

Date of next review – September 2026

