

Policy Title:	Commitment to Training & Development
Approved by:	Finance, Policies and General Purposes
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Signed:	

Cam Parish Council recognises that its Members and employees are its most important resource. The Council is committed to encouraging both Members and employees to enhance their skills, knowledge and qualifications through training and development activities. Some training is also necessary to ensure compliance with all legal and statutory requirements.

Cam Parish Council is committed to continuous training and development to enable Councillors and employees to effectively contribute to achieving the Council's aims and objectives by providing the highest quality representation and services.

The Council expects senior and specialist officers to undertake a programme of Continuing Professional Development (CPD) in line with the requirements of their requisite professional bodies.

Training and development:

- Improves the quality of the services and facilities provided by Cam Parish Council;
- Improves the skill base of employees to produce confident, highly qualified staff working as an effective and efficient team;
- Demonstrates that employees are valued.

Training and development will be achieved by including a realistic financial allocation for learning activities in the annual budget as well as by taking advantage of any relevant partnership or in-house provision available. The learning and development process will:

- Identify training needs by considering Cam Parish Council's objectives as well as individual requirements;
- Plan and organise training and development activities to meet those specific needs;
- Ensure the appropriate activity is delivered;

- Evaluate the effectiveness of the training and development activity.

Identification of training and development needs

Employees will be asked to identify their development needs with advice from others. Members' and employees' training needs may also be identified through

- Appraisals;
- Following confirmation of appointment/ election;
- Formal and informal discussion.

Training and development needs may also be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- Accidents;
- Professional error;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Employees who wish to attend a training course should discuss this with the Clerk/Chair of Council; all requests will be considered in relation to the Council's needs

New Councillors and Employees All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council finance, assets, health, safety and welfare. Specific mandatory training (such as Code of Conduct Training for Councillors) will be included.

Corporate Training Corporate Training is necessary to ensure that Members and employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Equal Opportunities, Code of Conduct. Employees will be required to attend training courses, workshops or seminars where suitable training has been identified.

Financial Assistance It is important to note that all sponsored training must be appropriate to the needs of the Council, relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the Council will be identified. Members and employees will be required to attend the nearest venue offering the required training unless an alternative is authorised by Council in the interest of operational effectiveness or ensuring value for money.

The Council will also consider:

- The impact on operational capability;
- The most economic and effective means of providing the learning;
- Provision and availability of the training budget.

Members and employees can expect the following to be sponsored for approved training and development activities:



- The course fee;
- Examination fees;
- Associated membership fees;
- One payment to re-take a failed examination.

Members and employees attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. The council reserves the right to recover the full cost of a booked course from staff and councillors who fail to attend a course paid for by the council without good reason.

Each case will be considered on an individual basis.

Cam Parish Council reserves the right to recover partial fees paid for by the council should staff leave the council within one year of the training being completed.

Study Leave

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day release courses;

Time to sit examinations;

Study time and provision of study time must be agreed with the Clerk/Chair of staffing prior to the course being undertaken.

Short Courses/ Workshops/ Residential Weekends

Where attendance is required, out of normal working hours, at a short course, a paid attendance will be granted. Members and staff attending approved short courses/ workshops/ residential weekend can expect the following to be paid:

- The course fee;
- Travelling expenses in accordance with the Council's current policy;
- Subsistence in accordance with the Council's current policy.

Progress Reports

The Clerk will report annually to the Council detailing training and development activities over the year, attendance and evaluation.