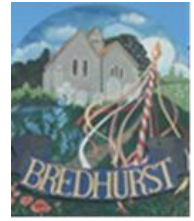


BREDHURST PARISH COUNCIL
Training & Development Policy



Adopted: April 2026

The Parish Council is committed to ensuring that both Councillors and the Clerk have the necessary knowledge, skills and competencies to carry out their roles effectively. Training and development are essential to good governance, informed decision-making and the efficient operation of the Council.

The Council recognises that appropriate training supports professionalism, confidence and compliance with statutory responsibilities. Training will be proportionate, relevant and aligned with the needs of the Council and the community it serves.

The Council will allocate an annual budget for training and development to ensure that essential learning can be undertaken.

The Clerk and Councillors will be encouraged to identify training needs on an ongoing basis. Training needs may arise from changes in legislation, new responsibilities, audit recommendations or personal development requirements.

Newly elected or co-opted Councillors will be provided with an induction, including access to relevant training such as the roles and responsibilities of councillors, the Code of Conduct, Standing Orders, financial responsibilities, planning and data protection.

The Clerk will be supported to undertake training relevant to their role, including the Introduction to Local Council Administration (ILCA) and, where appropriate, the Certificate in Local Council Administration (CILCA). The Clerk will also attend training on financial management, audit, GDPR, Freedom of Information, procurement and other specialist areas as required.

Councillors will be encouraged to attend training provided by the Kent Association of Local Councils (KALC), the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and other relevant bodies. Training may include chairmanship skills, planning, community engagement, finance and governance.

The Clerk will maintain a record of all training undertaken by Councillors and staff. This record will be reviewed periodically to ensure training remains up to date and relevant.

Where training is mandatory or essential for the proper discharge of duties, Councillors and the Clerk are expected to attend. The Council will meet reasonable expenses associated with approved training.

The Council will periodically review the effectiveness of training undertaken and consider whether further development is required. Learning from training should be shared with the wider Council where appropriate.

This policy will be reviewed every four years or sooner if legislation or best practice changes.