

## **Swaffham Prior Parish Council Training and Development Policy**

### **Introduction**

1. Swaffham Prior Parish Council (the Council) is a group of individuals whose backgrounds contribute to providing a variety of skill sets and experiences to represent the community it serves.

The council is guided by the Clerk who is the principal executive and adviser for the Council and is the officer responsible for the administration of its financial affairs. The Clerk is the only employee of the Council.

The Clerk provides clear guidance to Councillors, including the Chair, before decisions are reached.

The Council is committed to providing training to both staff and councillors where appropriate.

### **Training**

2. Training is defined as a planned process to develop the abilities of an individual or Group to satisfy the current and future community governance needs of the Council.

### **Training Aims**

3. The Council's primary training aims for the Clerk is that they have the training necessary to undertake their role successfully, including:

- a) To ensure the Clerk can give the latest advice to the council and Councillors, on governance, ethical and procedural matters.
- b) To ensure the Clerk can carry out the duties of administration of the Councils financial affairs adequately.
- c) To ensure the Clerk can carry out the professional keeping of records and the administration responsibilities required of a Parish Council.

4) The Council's primary training aims for Councillors are as follows:

- a) To facilitate the understanding of its Councillors, of their role as a Parish Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
- b) To support where reasonable, a Councillors wish to increase their awareness in a specialist area of interest for the Council.

### **Training Responsibilities**

5) To support, including the financial cost to attend training, seminars and conferences relevant to the Training Ambition of the Council, subject to approval by the Council.

Swaffham Prior Parish Council – Training and Development Policy  
Approved 14/09/2023 (min. ref. 104/23-24)

- 6) To allocate an annual budget to cover the provision of 5)

Date adopted: 14<sup>th</sup> September 2023

Date of review: Annual meeting of the Parish  
Council 2025