

Gunthwaite and Ingbirchworth Parish Council

Continuous Professional Development (CPD) Policy

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1. Purpose and Scope

1.1 Gunthwaite and Ingbirchworth Parish Council is committed to ensuring that both its staff and elected Councillors maintain the highest standards of professional development.

1.2 The purpose of this policy is to ensure that the Council has the necessary skills, legislative knowledge, and operational competencies to deliver robust governance and effective service to the local community.

1.3 This policy applies to the Parish Clerk/Responsible Financial Officer (RFO) and all elected or co-opted Members of the Council.

2. Training and Development Principles

2.1 The Council recognises that continuous training and development provides long-term value by ensuring lawful decision-making and optimal financial management.

2.2 Where possible and deemed to be suitable training will take place between councillors

2.3 The Council will allocate a specific budget annually to fund external training opportunities and subscription fees.

2.4 Professional development will primarily be sourced through the Yorkshire Local Councils Associations (YLCA) and the National Association of Local Councils (NALC) where deemed necessary.

3. Requirements for the Parish Clerk / RFO

3.1 The Clerk is the primary professional advisor to the Council and must stay up to date with evolving local government law, finance, and administration frameworks.

3.2 The Clerk is expected to actively participate in YLCA Clerks Discussion Forum meetings and attend regional YLCA training updates as are required.

3.3 The Council will provide paid release and reasonable study leave to support the Clerk in attaining or maintaining relevant qualifications. To be agreed at full council meeting for each training course.

4. Requirements for Councillors

4.1 All newly elected or co-opted Councillors are expected to attend a basic "Introduction to Local Council Governance" course within twelve months of taking office.

4.2 The Council Chairman is expected to undertake dedicated Chairmanship training to effectively lead meetings and maintain proper procedure.

4.3 Councillors are encouraged to attend briefings relevant to specific council initiatives or internal control responsibilities (e.g., finance, data privacy, or local planning protocols).

5. Identifying Training Needs

5.1 Training and development needs will be formally identified through:

- Annual staff appraisals conducted with the Clerk.
- Internal audit recommendations or reviews of statutory compliance requirements.

- Periodic skills audits or self-assessments completed by Councillors. All self-assessments are to be completed and handed to Chair/Clerk at or before last meeting of each calendar year, this is to enable budget setting to allow for training requirements
- Key changes in national legislation or local policy directives issued via YLCA White Rose updates.

6. Recording, Evaluation, and Reporting

6.1 The Clerk will maintain a central Training Log detailing all courses attended by staff and Councillors.

6.2 Attendees are expected to briefly evaluate training sessions to determine whether the provider continues to offer good value to the Council.

6.3 Training logs and upcoming requirements will be reviewed annually during budget setting to ensure adequate resources are maintained.

7. Review and Adoption

7.1 This policy will be reviewed every two years, or sooner if legislative changes require, to ensure it remains fit for purpose.

- **Date of Adoption:** 29th July 2026
 - **Next Review Date:** July 2027
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