

# Shawbury Parish Council

## Training Policy

### 1. Introduction

Shawbury Parish Council (SPC) recognises that having a well-trained, knowledgeable team of members and employees is beneficial for organisation and the wider community. It is, therefore, committed to encouraging members and staff to improve their knowledge and understanding through training and development.

SPC values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake..

### 2. Training Needs

A training budget will be provided and SPC will identify training needs in the light of the overall objectives of the Council and the requirements of the individual through and formal and informal discussions. Recommendations regarding training needs are made by the Parish Clerk. Decisions regarding training needs of individual councillors or members of staff are made by the full council.

### 3. Training for Members of the Council

SPC will:

- encourage its members to attend training meetings relevant to their specific roles and the needs of the Council;
- ensure that the training offered to its members is no less than the minimum Continuous Professional Development required by the Society of Local Council Clerks (SLCC).
- ensure that all new members receive appropriate training at the earliest opportunity and are provided with all relevant information about becoming a Shawbury Parish Councillor. For all councillors, in-house training to meet specific needs may be arranged to enable all councillors to attend.
- look for joint training opportunities with adjacent town and parish councils where appropriate. If this is not possible and the Council deems that training is necessary then all approved training costs will be met by the Council.

### 4. Funding for Training

SPC will ensure that training for members and staff is adequately covered as an item in the annual budget. Also, that membership fees for associated organisations are included in the annual budget.

SPC is committed to networking with other Councils and will look for joint training opportunities with adjacent town and parish councils where appropriate. If this is not possible and SPC deems that training is essential then training costs will be met by SPC.

Adopted	February 2026
Review Frequency	Annually
Next Review due	May 2026

---