

2026



WOOTTON PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

[Clerk to the](#)

Council@Wootton-

Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 1.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 1.00	Annual Meeting of Wootton Parish Council on 15 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council meeting.

1. Introduction and Objectives

1.1 Introduction

Wootton Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

1.2 Objectives

Wootton Parish Council employs a full-time Clerk to the Council/Responsible Finance Officer (RFO), a part-time recreation ground caretaker, a part-time litter picker and a part-time allotments officer. Its training needs will, therefore, cover many different areas and impose additional training responsibilities on the council in managing the business, including the health, safety and welfare of its staff and Councillors.

The Finance & General Purposes committee (FINANCE AND GENERAL PURPOSES) will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Clerk to the Council through regular meetings with staff throughout the year and also the annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the FINANCE AND GENERAL PURPOSES committee for recommendation to Full Council, to ensure the training is relevant and fit for purpose.

Each Councillor is expected to attend the New Councillor Training course as soon as practicable after taking office and will be encouraged to attend other such training courses as deemed relevant to their role(s). The Clerk to the Council will provide a list of available courses and keep records of training courses attended. The Clerk to the Council is permitted to make all bookings as required, subject to a limit of £500 per course. Any courses in excess of that figure will require prior approval from the Finance and General Purposes Committee. Wootton Parish Council recognises that some Councillors will be unable to attend external training courses due to work commitments. To counter this, there will be occasions when in-house training by the Clerk to the Council or Chairman will feature as a Full Council or committee agenda item. This will be on the understanding that the Clerk to the Council or Chairman has undertaken the relevant training themselves and can present appropriate training presentation papers.

2. Statement of Purpose and Principles

The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both administrative staff and Councillors. All new members of administrative staff will be expected to complete ILCA (Introduction to Local Council Administration) and senior officers will be expected to complete CiLCA (Certificate in Local Council Administration) training as a minimum and where relevant, FiLCA (Financial Introduction to Local Council Administration).

Wootton Parish Council will pay the Clerk to the Council's annual subscription to the Society of Local Council Clerks (SLCC) and the affiliation fee to the Bedfordshire Association of Town and Parish Councils (BATPC). This ensures staff and Councillors can take advantage of all relevant training courses and conferences.

The Clerk to the Council will be expected to attend all relevant training days whenever possible and other members of staff and Councillors will be expected to attend those training days relevant to their office.

3. New Councillors

3.1 Introduction

New Councillors will have an induction meeting with the Chairman and will be provided with the following information (if not already in their possession).

	Title	Action
1	Bedford Borough Council's Register of Interests form	Sign and return to the Clerk to the Council asap
2	Bedford Borough Council's Register of Interests guidance on completion form(s)	For information
3	Code of Conduct	Visit: https://wootton-pc.gov.uk/ – Parish Documents
4	Declaration of Acceptance of Office form	Sign either before or during the Annual Council Meeting (in a year of ordinary elections) or immediately after co-option
5	Disclosure of local and/or pecuniary interests	Guidance on disclosure prior to and at meetings can be found via Bedford Borough Council's Ethical Governance Arrangements Briefing – May 2015.
6	Gifts & Hospitality Register	Visit: https://wootton-pc.gov.uk/ – Parish Documents
7	The Good Councillor's Guide	Visit: https://wootton-pc.gov.uk/ – Parish Documents
8	Parish Council contact list	Visit: https://wootton-pc.gov.uk/
9	Parish Council meetings	Visit: https://wootton-pc.gov.uk/ – Parish Meetings
10	Parish Council minutes and agendas	Visit: https://wootton-pc.gov.uk/ – Parish Documents
11	Parish Council standing orders	Visit: https://wootton-pc.gov.uk/ – Parish Documents
12	Parish Council website	Visit: https://wootton-pc.gov.uk/
13	Personal/prejudicial interest	Visit: https://wootton-pc.gov.uk/ – Parish Documents
14	All About Local Councils	Visit: https://wootton-pc.gov.uk/ – Parish Documents
15	Wootton newsletter	Visit: https://wootton-pc.gov.uk/

3.2 Training Courses

Title	Training Provider	Information
Bedford Borough Council - Planning	BBC	As required
New Councillor Training	BATPC	Mandatory
Councillor Refresher	BATPC	As required
Finance for Councillors	BATPC	Mandatory
General Power of Competence	BATPC	Mandatory
Chairman 1	BATPC	Mandatory for Chairman
Chairman 2	BATPC	Mandatory for Chairman
Chairman 3	BATPC	Mandatory for Chairman
Staff Appraisals	BATPC	As required

4. Summary

All staff and Councillor training will be recorded on a training register. The Clerk to the Council will be responsible for keeping the register updated and the register will be reviewed at the Annual Meeting of the Parish Council.