



HEACHAM PARISH COUNCIL

TRAINING POLICY

Heacham Parish Council recognises that training and development for staff and Councillors is a major investment in its ability to deliver effective services to the community. It seeks to create a culture of continuous development. The Council will:

- Ensure that training for both staff and councillors has provision in the training budget.
- Identify training needs in light of the Council's objectives and requirements of the individual. For staff, the appraisal is an opportunity to discuss training and needs although requests for training can be considered at other times of the year when opportunities arise.
- Encourage staff and councillors to attend the relevant training sessions and pay reasonable expenses arising from such training.
- Maintain a record of all training undertaken by staff and councillors.
- Network with other councils wherever possible encouraging clerk to network with other clerks from other Town and Parish Councils.
- Provide compulsory induction training for all new staff and councillors.

Feedback would normally be given to Council following attendance at Courses.

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Cllr D Rawnsley
Chairman

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Mrs Sue Eke
RFO / Clerk

Approved at Meeting date: 16.06.2026
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