



TRAINING POLICY

Revised: Dec 2025

Adopted: 17th Dec 2025 Minute No: 105/25.7

Review Date: Dec 2026



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Opening hours: Tuesday to Friday 09.30 – 12:30

Training Policy

Bembridge Parish Council fully understands the benefits of an ongoing training program. Members and employees will be supported to undertake the training and development which they need to fulfill their duties and responsibilities.

All new Councillors have an introductory session with the Clerk and the Chairman and are provided with an induction pack.

All new Councillors should attend basic Councillor skills training within 12 months of taking office. Members of the Planning Committee should also attend basic planning training within 12 months of taking office. Training will be delivered in the most cost-effective form, to the Council as a corporate body, on the Isle of Wight (where possible) and by the same training provider to ensure consistency.

Councillors will have training together and not as one offs except in exceptional circumstances and that training for staff and Councillors should be planned. Once a year, planned training should be discussed, programmed and implemented by the Finance & Governance Committee. At that point individual training requirements can be looked at and grouped together to be as cost effective as possible though ensuring quality.

All are entitled to:

- An understanding of the role of Bembridge Parish Council in the community.
- An understanding of the direction and objectives of the council.
- An understanding of the contribution that is expected of them.

For employees:

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Parish Council which is committed to staff development.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

For Councillors:

- General training in Parish council matters
- Duties of a Councillor
- Code of Conduct
- Changes in legislation
- Specialist training according to need and role in the council and committees.
- Chairmanship
- Planning

Resources:

Appropriate sums will be made available, in each budgetary period, to allow the required training to take place. If an additional budget is required, this will be considered by the Finance & Governance Committee to meet the identified needs through the skills audit and staff appraisals.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Isle of Wight Association of Local Councils (IWALC) to enable employees and Councillors to take advantage of the training courses and conferences.

Main Providers

- IW County Training Partnership
- Society of Local Council Clerks
- Isle of Wight Association of Local Councils
- National Association of Local Councils

Identifying training needs:

- Through skills audit completed by all Councillors and employees
- Clerk to alert Councillors/employees to changes in legislation and subsequent training required.
- Needs also to be identified through annual staff appraisals.

Measures to assess impact of training:

- Councillors and employees will evaluate the effectiveness of their training as part of the annual review/development day.

No individual Councillor can demand or arrange and attend individual training. All training must be discussed with the Clerk in the first instance so group sessions can be arranged if appropriate.

BEMBRIDGE PARISH COUNCIL TRAINING LOG

COURSE	ATTENDEES	DATE
TQUK Level 2 Award in Emergency First Aid at Work	Peter Beeney	22/10/2015
FAA Level 3 Award in Emergency First Aid at Work	Kevin Allen	28/08/2019
FAQ Level 3 Award in Emergency First Aid at Work	Peter Beeney	01/10/2019
Routine Inspections of Outdoor Play Areas	Kevin Allen	13/02/2020
Routine Inspections of Outdoor Play Areas	Peter Beeney	13/02/2020
Manual Handling Awareness v2.0	Steve Davidge	14/06/2020
Emergency First Aid at Work	Kevin Allen	09/09/2022
FILCA - SLCC	Mark Rochell	08/11/2022
ILCA - SLCC	Mark Rochell	16/11/2022
FAA Level 3 Award in Emergency First Aid at Work	Steve Davidge	11/05/2023
CiLCA - SLCC	Mark Rochell	19/12/2023
CPR and Defibrillator Awareness Training	Kevin Allen	18/04/2024
CPR and Defibrillator Awareness Training	Mark Rochell	18/04/2024
Planning Training	All Councillors	24/04/2024
GDPR e-learning - SLCC	Mark Rochell	03/06/2024
Councillor Skills - IWALC	All Councillors	03/07/2024
Cemetery Management and Compliance - ICCM	Mark Rochell	10/07/2024
The Future of Neighbourhood Plans - NALC	Mak Rochell, Cllr L White, Cllr G Stoddart-Stones, Cllr M Sullivan	25/09/2024
Local Council Award Scheme – Introduction to new criteria - NALC	Mark Rochell	17/10/2024
Mastering Emergency Planning - NALC	Cllr C Adams	23/10/2024
Committees, Sub-Committees and Working Groups - SLCC	Mark Rochell	13/11/2024

What does it mean for us – Mayoral Combined Authorities	Mark Rochell	15/04/2025
Principles in Internal Audit for Local Councils	Mark Rochell	16/04/2025