



TRAINING AND DEVELOPMENT POLICY

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Details of amendment(s): pp.8 objectives updated, pp.7 review updated to bi-annual. 3.3 added co-opted. 3.7 Updated to 'induction pack'. 3.12 removed 'books'. Deleted terms of references

[Version 3.4](#)

[Amended by: Administration Officer](#)

[Details of amendment\(s\):](#)

[2.1 New circumstances listed](#)

[3.3 and 3.4 merged into single clause](#)

[3.4 Added timescale for new councillor training](#)

[3.8 Reworded for clarity](#)

[3.15 Specific requirements removed, replaced with 'meet any requirements associated with...'](#)

[3.21 Clause added regarding equal access to training](#)

[4.5 and 4.6 merged into single clause](#)

[Section 7 expanded to include specific responsibilities associated with different roles](#)

TRAINING AND DEVELOPMENT POLICY

I. PURPOSE AND SCOPE

- 1.1 Saxilby with Ingleby Parish Council ("the Council") is committed to training its staff, Councillors and volunteers, and recognises that well trained and informed personnel promote good practice within its organisation.
- 1.2 The Council values the time and commitment given by its Councillors to their community and this policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are able to discharge that role effectively.
- 1.3 The Council has an agreed vision and objectives (see Appendix A) which underpins the Council's position as a pro-active authority and recognises that training is required to enable fulfillment of these objectives.

2. IDENTIFICATION OF TRAINING REQUIREMENTS

- 2.1 The Council will identify training needs in the light of its overall objectives and the requirements of each individual. These will likely be a combination of mandatory or developmental/aspirational training needs.
- 2.2 For staff, this will be done by means of staff appraisal and supervision processes (where appropriate).
- 2.3 All Councillors are strongly encouraged to participate in introductory and advanced training offered by the Lincolnshire Association of Local Councils (LALC) and other courses relevant to their council and committee roles. Online new councillor training is also available via LALC and can be completed at your own pace. Notice of relevant training opportunities will be circulated to all councillors in a timely manner.
- 2.4 The Council recognises that it must also be responsive to certain situations such as:
 - Changes in legislation [and guidance](#)
 - New and revised qualifications
 - Accidents and incidents
 - Professional errors and mistakes
 - New equipment and software
 - New working methods
 - Complaints to the Council
 - Specific requests from staff or Councillors
 - Feedback from internal or external auditors [including recommendations](#)
 - [New responsibilities or services](#)
 - [Findings from risk assessments](#)

Any of the situations above may prompt a requirement for further training.

- 2.5 The Council will encourage its staff and all of its Councillors to participate in relevant training and pay expenses arising from such training provided it has been approved in advance by resolution or by the Parish Clerk (as appropriate) and is factored into the relevant budget.

- 2.6 Training identified will be built into a training and development plan for the coming year and factored into the budget setting process.
- 2.7 Requirements for upcoming renewal/re-certification will also be reviewed and built into the training and development plan for the coming year.

3. TRAINING & DEVELOPMENT OFFERED

- 3.1 The minimum level of training offered to staff will consist of an induction from the Clerk or line manager and relevant Health & Safety briefings. Any specialist training in the safe use of machinery will be the responsibility of the relevant line manager. Staff will also receive training in any operational processes and procedures required in order to perform their role and will be asked to sign to confirm they have received this training. In the case of training on the safe use of machinery, the relevant manager will also be required to certify that the staff member has been trained and is competent in use of that particular machinery.
- 3.2 The Council encourages all Councillors to engage in training, in-line with best practice.
- 3.3 ~~_____~~
- 3.4 ~~_____~~
- 3.3 All news councillors will receive an induction from the clerk and Chair, and will be offered mentoring with a more experienced councillor and access to training opportunities.
- 3.4 New councillors are expected to complete appropriate induction training, such as LALC's 'New Councillor' training, within twelve months of election or co-option.
- 3.5 Further LALC training for Councillors is available on a variety of topics and Councillors are encouraged to attend where applicable to their role. Although unpaid, a Councillor is a holder of public office and must be given access to the information to help them conduct Council business appropriately.
- 3.6 Councillors are provided with an induction pack when they join the council.
- 3.7 Training will be provided for staff and Councillors (where appropriate) in matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2015.
- 3.8 Councillors appointed to committees or working groups may be required or encouraged to undertake role-specific training such as for planning and development committee. The Clerk will be responsible for highlighting any relevant training to these committee members.
- 3.9 Any specialist training required will be sourced with a view to delivery on-site or locally where possible.
- 3.10 All training requested will be assessed to determine its relevance to the role.
- 3.11 The Council will maintain a selection of up-to-date publications offering advice concerning all aspects of Local Government. Where these resources can be accessed free online or via LALC, NALC or SLCC, this will be preferred over the purchase of books.

Deleted: The Council will ensure that all of its new Councillors are given the opportunity to receive adequate training at the earliest opportunity when elected/co-opted. The available training information will be shared as part of the new Councillor induction and as part of the mentoring scheme....

Deleted: The minimum level of training offered to Councillors will be a formal induction from the Clerk and Chairman (covering an introduction to the Council). Councillors will also be offered a Mentoring Scheme whereby they are paired with a more experienced Councillor....

Deleted: 3.5 All new Councillors should attend a LALC 'New Councillor' event within the first year of taking up their post. Details of this training will be provided by the Clerk.
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Deleted: As per the approved Terms of Reference document, members of the Planning and Personnel Committees will be encouraged to have relevant training as required to fulfill the committee role....

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- 3.12 Training material will also be made available to other staff and/or Councillors as appropriate.
- 3.13 The Council recognises that staff development is an ongoing process (via Continuing Professional Development) and encourages staff to continually expand and develop their knowledge through the reading of relevant publications, use of best practice examples, making full use of websites provided by professional bodies and networking with other colleagues in similar or complimentary roles.
- 3.14 A record of staff training will be maintained by the Clerk. This will be reviewed during the staff member's annual appraisal.
- 3.15 The Clerk and Assistant Clerk will also be encouraged to maintain a Continuing Professional Development (CPD) record (via SLCC). Achievement of 12 CPD points per year is a requirement for the Council maintaining Local Council Quality Award status. Achievement of 18 CPD points per year is a requirement for the Clerks to retain Principal SLCC membership.
- 3.16 A record of Councillor training will be maintained and held on file. Where a Councillor undertakes training at other councils or within their employment this can be noted on record and is of benefit to the parish council.
- 3.17 Staff and Councillors should report back, initially to the Clerk, on the quality and effectiveness of the training delivered.
- 3.18 Council will be briefed on any matters arising out of training where best practice procedures should be adopted or revised.
- 3.19 Library volunteers will be required (as part of the SLA with Lincolnshire County Council) to read various training documents, covering Health & Safety, Use of Display Screen Equipment, Freedom of Information, Data Protection, Equality & Diversity, Safeguarding.
- 3.20 Library volunteers are required to complete training in the current Library Management System, prior to issue of their log on credentials.
- [3.21 The council will seek to ensure that all staff, councillors, and volunteers have fair access to training and development opportunities relevant to their role.](#)

4. COMMITMENTS

- 4.1 The Council is committed to networking with other parish councils, as it sees this as an effective means of information-gathering. Where possible it will link in with training events held by other councils.
- 4.2 The Council has a commitment to membership of the Lincolnshire Association of Local Councils (LALC) recognising that it is a lead provider in training for Councillors and staff.
- 4.3 The Council has a commitment for its Clerk and Assistant Clerk to be members of the Society of Local Council Clerks (SLCC) recognising that it is a lead provider in training and support for officers.
- 4.4 The Council has a commitment to ensure that its staff meet the required levels of qualification and competence to meet its Health & Safety obligations.

- 4.5 The Council will seek to maintain professional membership for other staff as appropriate to their role. This will include (but is not exclusively restricted to) Grounds Management Association membership for the Grounds Manager. Other requests will be reviewed on their merit and will be dependent on available budget.
- 4.6 Continued professional membership for staff will be reviewed each year; if the member of staff changes role within the Council; if the member of staff leaves the Council; or if there is a new member of staff employed.
- 4.7 The Council is signed up to the civility and respect pledge, in its commitment to uphold standards in the sector.

5. FUNDING

- 5.1 The Council will ensure that training for both staff and Councillors is adequately covered as an item in the annual budget and that it will be reviewed annually at budget-setting time. A training and development plan for the coming year will be produced and is expected to feed into the budget setting process.
- 5.2 The Council will ensure that there is adequate budget provision each year for membership of the Lincolnshire Association of Local Councils (LALC) including membership of its training scheme, and the Society of Local Council Clerks (SLCC).
- 5.3 The Council will ensure that there is adequate budget provision each year for agreed professional membership for other staff.
- 5.4 Council will ensure that there is sufficient funding provision made for specialist training, such as for Health & Safety matters required to safely deliver a role.

6. FUTURE OBJECTIVES

- 6.1 The Council is committed to achieving and retaining the current eligibility criteria for the Local Council Awards scheme (currently Foundation level achieved). Whilst it cannot currently achieve further levels of the scheme (as it does not meet the criteria on the number of Councillors elected), it still aims to meet the criteria required for the higher levels of the scheme.

7. RESPONSIBILITIES

- 7.1 The Council is responsible for:
- Approving and reviewing this policy
 - Making appropriate budget provision for training and development
 - Supporting a culture of continuous learning and development
 - Considering and approving training requests where required

- 7.2 The Clerk is responsible for:
- Identifying training and development needs in consultation with staff, councillors, and volunteers, where appropriate
 - Maintaining training records
 - Bringing relevant training opportunities to the attention of councillors, staff, and volunteers
 - Supporting the preparation and implementation of any training and development plans
 - Reporting training matters to the council as required

- 7.3 Staff are responsible for:

Deleted: A review of this policy shall be undertaken bi-annually (or as appropriate) and necessary amendments will be undertaken by the clerk and reported to the Full Council for approval....

- [Undertaking training required to carry out their role safely and effectively](#)
- [Identifying and discussing development needs through supervision and appraisal processes](#)
- [Maintaining any professional qualifications or memberships required for their role](#)
- [Sharing learning and good practice where appropriate](#)

[7.4 Councillors are responsible for:](#)

- [Undertaking training relevant to their role and responsibilities](#)
- [Maintaining an awareness of their legal and ethical responsibilities as elected members](#)
- [Identifying any training or development needs and bringing these to the attention of the clerk](#)
- [Sharing learning and good practice where appropriate](#)

[7.5 Volunteers are responsible for:](#)

- [Undertaking any induction, mandatory or role-specific training required for their volunteering role](#)
- [Following relevant council policies, procedures and guidance](#)
- [Identifying any support or training needs and bringing these to the attention of their supervisor or the clerk](#)

[7.6 This policy will be reviewed every two years, or sooner if required by changes in legislation, guidance, or council requirements.](#)

APPENDIX A – COUNCIL VISION AND OBJECTIVES

Council Vision

Saxilby with Ingleby Parish will develop and thrive as an active, sustainable community, whilst retaining its rural character. It will continue to be an area that is attractive for people to live, work, and visit.

Council Objectives

- 1. Maintain and improve community facilities and amenities**
- 2. Protect and enhance our green spaces and street scene**
- 3. Preserve and enhance heritage assets, environmental assets and wildlife**
- 4. Retain and encourage employment and tourism opportunities**
- 5. Improve the well-being of residents**
- 6. Respond to planning consultations in-line with the NDP, to meet the needs of the community and addressing any transport impacts**
- 7. To foster public participation and engagement**
- 8. To recognise the climate and biodiversity emergency and it should be considered as the basis of all decision and policy making**