

# **POINTON & SEMPRINGHAM PARISH COUNCIL**

## **Training & Development Policy**

### **Introduction**

Pointon & Sempringham Parish Council is committed to appropriate and effective training for members and staff. The parish council believes that proper training enables all involved with the council to understand the needs of the community, deliver services and engage in partnerships more effectively.

The council values the time and commitment given by members to their community. This policy is aimed at maximising the rewards from that time by ensuring that elected members understand and enjoy the role they undertake in their community and are able to discharge that role effectively.

Staff and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active council structure.

Councillors and staff should be aware of current issues facing the local government sector and the local community.

Training includes but is not restricted to:

- attendance at formal courses and conferences;
- informal networking;
- being mentored and mentoring;
- online courses; and
- reading and private study.

### **GENERAL**

The council will set aside an adequate training budget each year to meet training needs for staff and councillors.

The council is a member of the Lincolnshire Association of Local Councils and part of its Annual Training Scheme. All employees and members are encouraged to attend its training programme.

Anyone attending training is required to report back to the council informing others of the value of the training and how appropriate it was to the objectives set.

Training material should be shared to ensure all involved with the council are made fully aware of issues and updates relating to law and administration.

The council will take note of any matters which should be pursued as a result of training attended. Where appropriate, best practice procedures should be implemented or updated.

## **STAFF TRAINING AND DEVELOPMENT**

### **Employees**

All new employees are required to complete induction training specific to their role. The induction programme aims to equip all new employees with an understanding of:

- the Council and the general day-to-day systems that are in place.
- procedures specific to the role of the new employee.
- essential health and safety requirements
- the confidentiality of parish council information; and
- formal policies

The induction will be reviewed regularly and updated in line with current requirements. Induction training may take place over an agreed period of time depending on the nature of the post and the existing skills of the new employee.

Staff will receive an annual appraisal and this will be an opportunity to discuss any training needs.

### **Identifying Training Needs**

The parish council may request that staff undertake further training at its discretion, where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.

In addition, staff are encouraged to raise, at any time, the perceived need for further training in any of the areas of work they are required to carry out.

Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.

### **Training Fees**

The council are members of Lincolnshire Association of Local Council (LALC) training scheme and any training through this scheme will not incur any costs to employees.

Any training requested from an external source will be taken on an individual basis. The council may agree to pay necessary tuition fees, examination fees, one re-sit fee and books in full or in part, depending on individual circumstances. The amount paid by the council may be recovered from the employee if the employee fails to complete the training, or the employment contract is terminated (by either party) within 12 months of completing training.

Where the training delivery company agrees to fund or contribute towards the cost of any training a separate training agreement will be issued.

## **Qualifications and professional associations**

The clerk to council is fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible. The clerk to council is expected to be a member of the Society of Local Council Clerks (SLCC). The parish council will pay the clerks' subscriptions to the SLCC.

The Clerk to Council is expected to hold a Certificate in Local Council Administration (CiLCA). If the Clerk to Council is not CiLCA qualified at the time of appointment, they will be supported to achieve the qualification. The council will pay for the cost of training and for additional hours worked achieving that qualification.

The council will give permission to the clerk to use council documents as evidence for the CiLCA portfolio.

A clerk who has CiLCA should undertake Continuous Professional Development (CPD) in line with the National Improvement Strategy for town and parish councils<sup>1</sup>. Appropriate CPD can be identified during discussion of the clerk's annual appraisal.

The clerk will keep a record of all CPD attended and will keep this updated at SLCC.

The clerk is encouraged to attend branch meetings, conferences and to contribute to online communities with other professionals.

The parish council will pay the cost of training activities and for additional hours worked for local networking meetings, conferences or training events. Attendance at such meetings forms part of CPD. Informal networking also takes place through national and locale-forums.

The parish council will consider contributing to the cost of attending regional or national conferences.

## **Councillor Training and Development**

The council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures. LALC offers courses specific to Councillors including:

- New Councillor Training – an introductory session for new councillors explaining the role of local council, powers and duties, policies and procedures or a refresher for more experienced councillors.
- Councillor Training – in-depth courses for councillors covering financial management, Health & Safety, employment and planning.
- Chairman & Clerk Workshop – working together to create a good agenda, take effective notes and manage successful meetings. This training is suitable for current Chairpersons.

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<sup>1</sup> National Improvement Strategy

<https://www.nalc.gov.uk/our-work/improvement-and-development/national-improvement-strategy>

Councillors will also be expected to undertake specialist courses as need arises, and dependent on any specific responsibilities that are associated with certain roles eg Chairmanship, play inspections etc. If additional, specialist training is required on any matter, the clerk will source the appropriate qualified person to delivery that training in-house to members.

All council policies will reflect the requirement for member training and updating on key elements of council procedure and policy.

Like employees, external training can be pursued for councillors based on the requirements of the council in order that they may fulfil their objectives.

A record of all training attended by members will be kept and publicised via the council's publication scheme.

As a minimum, all councillors should be adequately trained in:

- roles and responsibilities of individual members;
- the council as a corporate body;
- the chairman and the clerk;
- the law applicable to local councils;
- procedures of local councils;
- financial rules and procedures;
- the planning system and local councils' role in the planning system;
- community engagement.

## **Volunteer Training and Development**

All volunteers are required to complete induction training specific to their role. The induction training aims to equip any volunteer with an understanding of:

- the council
- procedures specific to the role of the volunteer
- essential health & safety requirements
- the confidentiality of parish council information and formal policies

## **Review**

This policy should be reviewed on a biennial basis or in response to changes in relevant legislation, training procedures or criteria for accreditation.

Version number	Purpose/change	Author	Date	Review Date
1	Initial draft	RB	12/9/23	Sept 2025