

# Heighington Parish Council

## TRAINING & DEVELOPMENT POLICY

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## 1. Purpose and scope

- 1.1. Heighington Parish Council is committed to appropriate and effective training for its employees and councillors. 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.
- 1.2. The Council values the time and commitment given by councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that councillors understand and enjoy the role they undertake in the community and are able to discharge that role effectively.
- 1.3. Employees and councillors are expected to embrace the ethos of training and the merits of a well-run and proactive council.
- 1.4. Councillors and employees need to be aware of current issues facing the local government sector and the local community.
- 1.5. Training includes but is not limited to:
  - Attendance at formal courses and conferences (in-person or online)
  - Informal networking
  - Being mentored and mentoring
  - Online courses
  - Provision of briefing notes or short briefing sessions
  - Reading and private study

## 2. General

- 2.1. The Council will set aside an adequate training budget each year to meet training needs for employees and councillors.
- 2.2. The Council will pay any legitimate expenses arising from attendance at training, as long as the attendance has been authorised in advance.
- 2.3. The Council is a member of the Lincolnshire Association of Local Councils (LALC) and is also a member of its Annual Training Scheme (ATS). All employees and councillors are encouraged to take advantage of its training programme. (The LALC monthly Training Bulletin will be shared with all councillors and employees).
- 2.4. It is recognised that everyone has different learning styles, and this should be considered when arranging or sourcing training.
- 2.5. 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.
- 2.6. Training material should be shared with other employees and councillors to ensure everyone is made fully aware of key information.

- 2.7. The Council will take note of any matters which should be pursued as a result of training to ensure up to date best practice.
- 2.8. Training records for employees and councillors will be maintained.

### 3. Employee Training

- 3.1. The Council's employees are 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.
- 3.2. Upon appointment of a new employee, initial training requirements essential for the role will be identified.
- 3.3. Each employee will receive an annual appraisal, and this will be an opportunity to discuss training needs.
- 3.4. Employees are also encouraged to raise any additional training needs at any time. Any requests should be submitted to the Clerk, or to the Employment Committee/Chair in the case of the Clerk.
- 3.5. It is also recognised that training may be required as a result of legislative change, incidents or error, an audit report or the Council taking on a new service or new software.
- 3.6. The Council may request that employees 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 the Council's behalf.
- 3.7. Full support will be given to all employees undertaking training in furtherance of Council's activities.

### 4. Qualifications and professional bodies

- 4.1. The Council will support the Clerk in their work by encouraging and paying for membership of the Society of Local Council Clerks (SLCC).
- 4.2. The Council will support other employees by encouraging and paying for professional membership as relevant.
- 4.3. It is desirable that the Clerk should be CiLCA qualified or be working towards this.
- 4.4. Other employees will be encouraged to obtain qualification relevant to their roles.
- 4.5. Council acknowledges that a CiLCA qualified Clerk should undertake Continuous Professional Development (CPD) in line with best practice.

4.6. The Clerk will maintain their CPD record via SLCC and is required to attain 18 CPD points per annum in order to maintain the Principal SLCC (PSLCC) membership.

## 5. Councillor Training

5.1. Whilst Councillor training is not mandatory, the Council will encourage all its councillors to attend training in relation to the activities of the Council and its administrative procedures.

5.2. Councillors will be encouraged to attend refresher courses to ensure that knowledge remains up to date.

5.3. Councillors will also be expected to undertake specialist courses as necessary, and dependent on any specific responsibilities that are allocated.

5.4. Council policies will reflect the requirement for councillor training and updating on key elements of council procedure and policy.

5.5. If additional specialist training is required on any matter, the Clerk will source appropriate expertise to meet councillors' needs.

5.6. As per best practice, a record of councillor training will be published on the website.

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

- Roles and responsibilities of councillors
- The Council as a corporate body
- The Chair and the Clerk
- The law applicable to local councils
- Procedures of local councils
- Financial rules and procedures
- The planning system and the local council's role in the planning system
- Community engagement

5.8. These topics can be effectively covered by councillors attending New Councillor Induction & Refresher training, delivered via Lincolnshire Association of Local Councils (LALC).