

Toft Newton Parish Council

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Training and Development Policy

INTRODUCTION

The intention of this policy is to provide a framework for identifying training needs for Councillors, employees and volunteers.

Toft Newton Parish Council recognises its duty to provide all Councillors, employees and volunteers with equal access to training and development in accordance with their developmental needs, equal opportunities legislation, the Councillor's Code of Conduct, our Standing Orders, and other relevant policies.

COMMITMENT

Toft Newton Parish Council is committed to developing its employees, volunteers and Councillors in order to assist the Council in achieving its aims and priorities.

The Council will ensure that the Parish Council Clerk has the opportunity to access training to meet the particular demands of their job or role.

The Council will ensure that the Playground Warden has the opportunity to access training to meet the particular demands of their job or role.

The Council will provide resources to enable employees, volunteers and Councillors to access relevant training.

POLICY STATEMENT

Toft Newton Parish Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Clerk and all other employees and volunteers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors and staff are given the opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future.

Councillor, employee and volunteer development should be regarded as an integral part of the Council's business.

STAFF TRAINING

New members of staff, volunteers and Councillors will be provided with an in-house induction and encouraged to attend training provided locally by Lincolnshire Association of Local Councils (LALC), by the National Association of Local Councils (NALC) and by the Society for Local Council Clerks (SLCC).

For staff who are new to the sector, this could include attending the new Clerk's training sessions and additional training sessions relevant to the individual's particular role.

The Playground Warden will be required to attend the one-day Routine Inspection of Children's Playgrounds Training programme with exam as provided by LALC.

As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc., which will support them in their respective role.

Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

The Parish Council Clerk is responsible for identifying their ongoing training requirements

COUNCILLOR TRAINING

New Councillors will receive an induction pack which includes:

- Declaration of office - to be signed prior to taking part in council business
- Disclosable pecuniary interest form - to be completed within 28 days of taking office
- Standing Orders
- Financial Regulations
- Code of Conduct
- Privacy Notice

We are developing a new Councillor Induction pack which will also include:

- Councillor Induction information document
- Council powers
- The Chairman's and Officer's role document
- Meeting procedures

The Council's policies and procedures can be found on the Council's website.

All new Councillors will be encouraged to attend a New Councillors training session provided by either West Lindsey District Council or LALC.

The previous Clerk has also developed an in-house New Councillor Training session, which provides some basic insight into the role. This in-house training will be provided either in person or as a deck of slides for new Councillors to read through and ask questions.

TRAINING NEEDS IDENTIFIED

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chairman and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

The Chairman of the Council in agreement with the Clerk may request a councillor to attend specific LALC training if they are deemed to have broken a standing order.

Annually the Council will formally review the training needs of the Councillors of the Parish Council. Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application process and at interview, and then through the probationary period, and the annual staff appraisal process.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

RESOURCES

Toft Newton Parish Council provides an annual budget for training and development for both staff and Councillors. The training budget takes into account staff continuous personal development and new Councillor training.

In addition to the cost of training courses, the Parish Council covers associated travel and parking costs for agreed attendance at training, these can be claimed back via the Expenses Claim Form on the Zoho WorkDrive.

CONCLUSION

The Parish Clerk will maintain a record of training undertaken by Councillors, employees and volunteer.

Attached to this policy are:

- Blank CPD Record – which should be completed by all Councillors, employees and volunteers once they have completed any training or professional development activity.
- Training Matrix – 2022-23 onwards.
- SLCC CPD Booklet – which includes details of what counts as appropriate professional development training.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:	8 th September 2026
First review due:	September 2029
Then review:	Every three years
