

Preesall Town Council

Training and Development Policy

Introduction

Preesall Town Council is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities, and are up to date with all current legislation, and all must develop a Continuous Professional Development (CPD) culture. The Council recognises that the most important resource is its staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development. All Councillors and staff are responsible for seeking out new learning opportunities, and to demonstrate a wiliness to improve. Senior staff are responsible as well as Councillors are responsible for supporting staff and each other in identifying development needs. Should it be required Preesall Town Council will provide any training required to support the needs of it volunteers.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

Policy Statement

The Clerk is responsible for either procuring or, occasionally providing, the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the town and residents.

Membership of County Association and SLCC

The Council will retain membership of the LALC, NALC and SLCC in order that all training opportunities can be accessed.

Training and Development Activity

All Councillors will be issued with:

- Copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant.
- given an electronic copy of the *Good Councillor Guides* (hard copies are also available);
- emailed all updates and newsletters which the Clerk receives and deems relevant;
- encouraged to attend a LALC Roles and Responsibilities training course;
- circulated any other training course details which may enhance their position.

The Chair and Deputy Chair are also encouraged to attend the LALC Chairmanship course upon their election and acceptance to office.

The Clerk / RFO / Assistant to the Clerk will be:

- provided with a contract of employment setting out clear objectives and expectations;
- receive an employment and salary review annually from the Council;
- encouraged to attend all relevant LALC and SLCC clerks' training courses including the Roles and Responsibilities Course;
- encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2), and
- encouraged to gain the Certificate in Local Council Administration (CILCA) (Level 3);
- undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments;
- encouraged to attend relevant local meetings such as Clerk's forums and briefings;
- able to subscribe to relevant publications and advice services including the SLCC and NALC;
- provided with all relevant publications such as the *Local Council Administration* reference book and the *SLCC Clerks' Manual*;
- given regular feedback from the Chair of the Council on their performance;
- entitled to paid study leave to work towards the qualifications, which is to be agreed by resolution of the council as it is required.

The Lengths Person will be:

- provided with a contract of employment setting out clear objectives and expectations;
- job Description.
- receive an employment and salary review annually from the Council.
- provided with all relevant documents i.e. policies/risk assessments/ update legislation in relation to the role.
- induction session on the role of Lengths Person
- health and Safety training e.g. manual handling/safe use of equipment
- any other training opportunities relevant to the role, identified by the appraisal process.

Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, and the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training needs for the Clerk, Lengths Person, will be identified through the recruitment process for new Clerks/Lengths Person, including application form and interview, formal and informal discussions, annual staff appraisal (CPD), and changes in legislation. Training needs for volunteers will be assessed as and when they are required.

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

Guidelines

All training must be relevant to the role.

All Councillors and staff are eligible to apply for training.

Cost and time limits must be respected as well as individual and Council needs.

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Training attendees should apply their knowledge to their role.

Resourcing Training

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Town Council could enhance through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications as they are required.

Evaluation and Review of Training

The Clerk will maintain an updated training record/ matrix for all Councillors, staff and the Clerk. Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.

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