



Preesall Town Council Training and Development Policy

1 Introduction

Preesall Town Council is committed to ensuring its councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective councillors and applicants for the post of clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

2 Policy statement

Preesall Town Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the council's intention is that councillors, clerk and any other workers of the council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

3 Training and development activity

Preesall Town Council consists of twelve elected councillors and employs one part-time clerk and one part-time lengthskeeper. Training and development will be regularly reviewed but will contain as a minimum requirement:

3.1 For Councillors

- a. attendance at induction sessions explaining the role of councillors
- b. provision of copies of the council's Standing Orders, Financial Regulations, Code of Conduct, policies and any other information deemed relevant
- c. access to relevant courses provided by bodies such as the *Lancashire Association of Local Councils (LALC)*
- d. circulation of documentation such as briefings and newsletters/magazines.

3.2 For the Clerk

- a. induction session explaining the role of the clerk
- b. provision of copies of the council's Standing Orders, Financial Regulations, Code of Conduct, policies and any other information deemed relevant
- c. if not qualified, registration on and working towards the *Certificate in Local Council Administration (CILCA)* within twelve months of appointment

- d. any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and understanding of the planning system, identified through training needs assessments
- f. attendance at relevant local meetings of bodies such as the *Society of Local Council Clerks (SLCC)* and briefings by *LALC*
- g. subscription to relevant publications and advice services
- h. provision of *Local Council Administration* by Charles Arnold Barker and other relevant publications, which will remain the property of the council.
- i. mentoring opportunities with suitably qualified clerks from neighbouring councils
- j. regular feedback from chairman of the council.

3.3 For the lengthskeeper

- a. briefing on relevant health and safety matters and the scope of their duties prior to starting
- b. briefing on the safe use of any equipment provided by the council and use of protective clothing
- c. any training relevant to the proficient discharge of their duties, identified through training needs assessments such as lifting, use of chemicals, use of signage, road closures and roadside working.

4. Training needs identification

- 4.1 Training requirements for councillors will usually be identified by themselves, the chairman and the clerk. Opportunities to attend courses will be investigated by the clerk and brought to the attention of full council.
- 4.2 Training needs for the clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisal. The clerk is expected to keep up-to-date with developments in the sector and highlight to the council any training required.
- 4.3 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from councillors, the clerk or the lengthsman.
- 4.4 The clerk will maintain a record of training attended by themselves and councillors.
- 4.5 Councillors/staff attending training courses will feedback the key points of their training to the council as appropriate (this does not apply to generic courses i.e new councillor and clerk where the recommendation is that all councillors and staff should attend).

5. Resourcing Training

- 5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.
- 5.2 Annually, the council will consider an allocation in the budget for the payment of a subscription to the SLCC and LALC to enable the clerk and councillors to take advantage of their training courses and conferences.
- 5.3 Purchase of ongoing resources such as publications will be considered on an ongoing basis.

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