

1. Purpose of the Policy

Nettleham Parish Council is committed to ensuring that Councillors, employees and volunteers have the knowledge, skills and resources necessary to carry out their roles effectively and professionally.

The Council recognises that training and development are essential to:

- Maintaining high standards of governance and service delivery;
- Ensuring compliance with legislation and statutory obligations;
- Supporting continuous improvement;
- Promoting effective decision-making;
- Responding to changes in legislation, guidance and best practice;
- Meeting the needs and expectations of residents.

The Council is committed to providing appropriate learning and development opportunities and ensuring equality of access to training for all Councillors, employees and volunteers.

2. Scope

This policy applies to all Parish Councillors, all employees of the Council and volunteers acting on behalf of the Council where appropriate.

3. Identifying Training Needs

The Council will identify training and development needs through:

- Employee appraisals and supervision meetings;
- Changes in legislation, regulations or best practice;
- The introduction of new services, projects or responsibilities;
- Requests from Councillors, employees or volunteers;
- Recommendations from professional bodies and external auditors;
- Skills assessments and succession planning.

Training requirements will be reviewed annually as part of the Council's budget-setting process.

4. Training Budget

The Council will make appropriate provision within its annual budget for training and development activities.

The Council will also review annually the benefits of membership of professional organisations, including the Lincolnshire Association of Local Councils (LALC), Society of Local Council Clerks (SLCC) and other relevant bodies that provide training and support.

5. Training and Development for Employees

The Council recognises the importance of investing in the professional development of its employees.

Employees may be provided with:

- Induction training appropriate to their role;
- Health and Safety training;
- Training required by legislation or regulatory requirements;
- Professional development opportunities;
- Attendance at conferences, seminars, workshops and networking events;
- Online learning, webinars and e-learning opportunities;
- Membership of relevant professional organisations where approved by the Council.

Where training is approved, the Council may provide:

- Paid time to attend training;
- Payment of course fees;
- Reimbursement of reasonable travel and subsistence expenses in accordance with Council policies.

The Council will actively support the Clerk in obtaining and maintaining the Certificate in Local Council Administration (CiLCA) or any successor qualification where appropriate.

6. Training and Development for Councillors

The Council recognises that well-trained Councillors are essential to effective local government.

All newly elected or co-opted Councillors will be provided with:

- A Councillor Welcome Pack;
- Copies of key Council policies and procedures;
- Information regarding their duties, responsibilities and legal obligations.

New Councillors will be encouraged to undertake recognised Councillor training as soon as reasonably practicable following their appointment.

Councillors will also be encouraged to undertake training relating to:

- The Councillor role and responsibilities;
- The Code of Conduct;
- Local government law and governance;
- Financial management and accountability;
- Planning matters;
- Data protection;
- Equality and diversity;
- Health and safety;
- Safeguarding, where relevant.

Refresher training should be undertaken periodically to ensure knowledge remains current and effective.

7. Equality of Opportunity

The Council is committed to providing equal access to training and development opportunities and will ensure that no individual is disadvantaged on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.