

TICKTON & ROUTH PARISH COUNCIL

Training & Development Policy

Date/Minute No. document adopted: 15 June 2026 – Minute Ref. 121/26

Date to be reviewed: May 2027 or on change of policy

Introduction

Tickton & Routh Parish Council is committed to ensuring that its Clerk, members of staff, volunteers 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.

The Council recognises that the most important resource is its staff, volunteers and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

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 Parish and residents.

Membership of ERNLLCA and SLCC

The Council may resolve to retain membership of ERNLLCA 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, Terms of Reference for Council Committees and any other information which is deemed relevant. Such documents can be found on the Council website for ease of reference;
- emailed all updates and newsletters which the Clerk receives and deems relevant;
- circulated any other training course details which may enhance their knowledge;
- offered New Councillor training.

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 County Association and SLCC Clerks' training courses;
- 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 SLCC 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 Chief Executives' Manual;
- entitled to paid study leave in order to work towards the qualifications.

Training Needs Identification

Training requirements for Councillors and volunteers will usually be identified by themselves and Clerk or relevant budget holder.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.

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

Training needs for other staff members will be identified during the annual review process and throughout the year to meet personal training needs, job requirements and the Council's priorities.

Resourcing Training

A review will be undertaken annually to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. This will include a skills audit of Councillors.

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

Evaluation and Review of Training

Following 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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