



Training Policy for Staff and Councillors

1. The Council's Commitment to Training & Development

Collingham with Linton Parish Council is committed to providing employees, councillors and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Council encourages employees, councillors and volunteers to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following;

- To develop employees, councillors and volunteers to achieve the objectives of the council
- To review regularly the needs of, and to plan training and development for employees, councillors and volunteers
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

2. Identification of Training Needs

Employees

- Induction training new employees will be provided
- Current or any new clerk to hold or obtain ILCA (Introduction to Local Council Administration) and the ILCA to CiLCA qualification prior to studying the CiLCA (Certificate in Local Council Administration).
- Current or any new clerk to hold or obtain CiLCA or equivalent
- Current or any new RFO (Responsible Financial Officer) to hold or obtain FiLCA (Financial Introduction to Local Council Administration) or/and an appropriate accountancy qualification
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee
- Staffing Committee will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives
- Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal
- Additional training may be requested via support councillor (non decision making) or the Staffing Committee at any time

Councillors

- Induction training and a member's handbook setting out the council's policies and procedures will be provided for all newly elected members
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairing Skills' as soon

as possible after election

- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" within one year of taking up office
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office
- Specialist-in-house training will be provided on an ad-hoc basis when necessary

Volunteers

- The Clerk will arrange training for volunteers appropriate to the task they are undertaking for the Council.

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery
- Specialist needs of specific employees or elected members for their individual roles
- Improvement of existing skills
- Personal development

4. Training Resources/Providers

A budget is set annually for all training.

Training Providers for both Employees and Elected Members

- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority
- In-house

5. Training Reports

A yearly summary of employee and elected members training will be presented to the Council.

6. Requests for Training and Approval of Attendance:

The Clerk has delegated power to manage the training budget and give authorisation to councillors and volunteers who wish to attend training. Training for the Clerk is approved by the Chair.

No reasonable request for training will be denied, the council/relevant committee will take account of councillor and employee needs and budget provision when granting approval:

Councillors must submit a request to attend training events to the Clerk.

7. Review of this Statement of Intent

The Council is to review this statement on an annual basis and present it to the council in May of each year for its approval.

Adopted: 1st April 2026

Review date: April 2028