



Metherringham, Sots Hole and Tanvats Parish Council

***DRAFT* TRAINING AND DEVELOPMENT POLICY**

**Approved 28th October 2025
Adopted 28th October 2025**

METHERINGHAM SOTS HOLE & TANVATS PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

It is the Council's policy to ensure that all employees and Council Members will be trained to a high standard, to ensure that the Council's aims and objectives can be delivered as efficiently as possible.

Members of staff and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active Council structure.

Staff Training

- The Council's employees are seen as fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible.
- When each member of staff receives their yearly staff appraisal this will be an opportunity to discuss any training needs with the Clerk or Chair of the Finance and staffing Committee.
- In addition, members of staff are encouraged to raise at any time the perceived need for further training in any of the areas of work they are required to carry out, if need is identified. Any requests should be submitted to the Clerk or the Finance and Staffing Committee for evaluation.
- The Parish Council may request that staff undertake further training at its discretion, where this is deemed necessary, especially in the view of any specialist activities that the employee are required to undertake on its behalf.
- Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.
- The Clerk and RFO should be CiLCA or University of Gloucester Level 4 qualified, or be working towards one of these qualifications.
- The Council will support the Clerk and the RFO in their work by encouraging their membership of the Society of Local Council Clerks and pay any subscriptions.

Councillor Training

- The Council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.
- Councillors will also be expected to undertake specialist training as need arises, and dependent on any specific responsibilities that are allocated.

- Council policies will reflect the requirement for Member training and updating on key elements of council procedure and policy.
- The Council is a member of the Lincolnshire Association of Local Councils (LALC) and has full access to its training programme. please contact the Clerk for further details
- The Clerk circulates the monthly LALC e-news which contains the details of the training which is available. .
- If additional specialist training is required in any instance, the Clerk will source an appropriately qualified person or organisation to deliver that training, either in-house or off-site for both Members and colleagues.
- A record of all training attended by members will be kept and publicised via the Council's Publication Scheme, and the Council's website.

General

- The Council will set aside an adequate training budget each year to meet the training needs of staff and Council Members.
- Anyone attending training is required to report back to the Council – either verbally or in writing – informing others of the value of the training, and how appropriate it was to the particular issues concerned.
- Any useful training material should be shared between staff and Members, either in hard copy or via e-mail, to ensure everyone is made fully aware of important updates relating to the law and administration.
- The Council will take note of any matters which should be pursued as a result of training attended, and where possible best practice procedures should be implemented or updated as a result.

This policy will be re-adopted annually at the Annual Meeting of the Parish Council where pertinent additions may be made, as tabled by the Finance and Staffing committee (which was resolved at their last Committee meeting) and subsequently any cost implications may be linked into the following autumn's budget to allow for all contingencies with regard to training needs. A quality management system review of this policy will be carried out every three years, to be undertaken by the Clerk in conjunction with the Finance and Staffing Committee

Date of policy: 28th October 2025.

Approving committee: Finance and Staffing...

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Policy effective from: Full Council meeting 28th October 2025.

Date for next review: May 2026.

Date for QMS next review: October 2028

