

# LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

37 Queenscliffe Road  
Ipswich  
Suffolk  
IP2 9AS

Email: [lindseypc@outlook.com](mailto:lindseypc@outlook.com)

## **TRAINING AND DEVELOPMENT POLICY**

### Statement of Intent

Lindsey Parish Council recognises that its most important resources are its Councillors and staff. Whilst the Council encourages both to enhance their knowledge and qualifications through training and development it is aware that training can be expensive, time consuming and not necessarily relevant to a parish the size of Lindsey comprising a significant number of professional volunteers and skilled staff.

The Council appreciates that there are typical aspects of local government work which might benefit from training:

- changes in legislation
- new and revised qualifications for the Parish Clerk
- accidents/injury
- professional errors/omissions
- introduction of new equipment and software

### Applicable persons

Clerk / Responsible Financial Officer:

Lindsey Parish Council employs the Clerk to the Council, who is also the Responsible Financial Officer. Training needs will therefore cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.

1. The Clerk will be offered, and encouraged to attend, all training opportunities deemed by the Council to be pertinent to the role.
2. The Council will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. The training and development requirements of the Clerk will be identified through the annual appraisal process.
3. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff.

### Councillors:

Councillors will be expected to attend training events which are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to attend.

The Council agrees that the following will apply in assisting new and existing Councillors to understand the basics of being a parish or town councillor.

1. The Clerk will circulate 'The Local Councillor' newsletter, received via an email link, so as to keep Councillors informed of legislative changes and developments in the sector.

2. The Clerk will circulate email bulletins received from Suffolk Association of Local Councils and the National Association of Local Councils so as to keep Councillors informed of development in the sector.
3. New councillors will be encouraged to have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guides, Standing Orders, Financial Regulations and the adopted Suffolk Code of Conduct.
4. All adopted policies are available to be read via the Parish Website and Councillors are encouraged to review them as part of their commitment of ensuring good governance.
5. The Parish Council will promote training opportunities in accordance with each individual's personally perceived needs where those needs are agreed by the council to be pertinent to their role as a councillor.
6. As a minimum, all councillors will be required to undertake "New Councillor" training on first appointment.

#### Evaluating and monitoring

1. Evaluation of training can be achieved by staff/councillors providing feedback on the respective training received. This will help to ensure the value and effectiveness of the particular training and the key implications of new legislation, guidance and/or best practice.
2. It will be the responsibility of the Clerk to maintain a continuing professional development record and for councillors to keep a note of their attendance.
3. This policy will be monitored and reviewed regularly by the Council.
4. Council will ensure that training is accessed from / provided by recognised trainers from within the local government sector.

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