

# *Broughton in Amounderness Parish Council*

## **TRAINING POLICY**

Adopted:

Meeting: Meeting of Full Council

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Version: V1

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## **1. Introduction**

- 1.1 The intention of this policy is to provide a framework for identifying training needs for staff and Councillors.
- 1.2 Broughton Parish Council recognises its duty to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation.
- 1.3 The training offered will cover identified training needs, requests to be more involved and better informed, or cover subjects necessary and relevant to their jobs and roles within the Council.

## **2. Commitment**

- 2.1 Broughton Parish is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities.
- 2.2 The Council will ensure that the Clerk has the opportunity to access training to meet the particular demands of their job or role.
- 2.3 The Council will provide resources to enable staff and Councillors to access relevant training.

## **3. Staff Training**

- 3.1 All new members of staff will be encouraged to attend training provided locally by Lancashire Association of Local Councils (LALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role.
- 3.2 As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in their respective role.
- 3.3 Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

- 3.4 The Parish Clerk will ideally be CiLCA qualified. Alternatively, Broughton Parish Council will require that anyone recruited to this position to either hold this qualification or be willing to achieve it within 2 years.
- 3.5 The Parish Clerk is responsible for identifying his/her ongoing training requirements.

#### **4. Councillor Training**

- 4.1 New Councillors will receive an induction pack which Includes:
- Declaration of office - to be signed prior to taking part in council business
  - Disclosable pecuniary interest form - to be completed within 28 days of taking office
  - Standing Orders
  - Financial Regulations
  - Attend a training course with LALC
  - Code of Conduct
  - Schedule of Meetings
  - Budget for the current year.
  - Copy of last month's minutes

The Council's policies and procedures can be found on the website at

<https://www.broughtonparishcouncil.org.uk/finance/>

- 4.2 All new Councillors will be required to attend a Lancashire Association of Local Councils' new councillor training session.

#### **5. Identifying Training Needs**

- 5.1 The Council might identify training needs:

- New staff appointments/staff appraisals
- New Councillor appointments/Election/established Councillors
- Questionnaires
- Formal and informal discussions

5.2 Staff may also require training in the following instances:

- Changes in legislation
- Changes in quality systems
- New and revised qualifications launched
- Accidents
- Professional error/mistake
- New equipment
- New processes/working methods
- Complaints to the council
- A request from a member of staff
- A request from a Councillor member

## **6. Resources**

7.1 The Council provides an annual budget for training and development for both staff and Councillors.

7.2 The training budget takes into account the following factors:

- Staff Continuous Personal Development
- New Councillor Training

- 7.3 In addition to the cost of training courses, Broughton Parish covers associated travel and parking costs for agreed attendance at training.

## **7. Conclusion**

- 8.1 The Parish Clerk will maintain a record of training undertaken by Councillors and staff.