Training and Development Policy

Version 1.0 – Re-adopted by Council on
13 October 2026.
Min ref 9.6., page 64-2026
For review in September 2029, or earlier if required.

1. Introduction / Aim of the Policy

Ruskington Parish Council is committed to ensuring that all staff and councillors are trained, up to date, and competent to discharge the functions and business of the Council as safely, effectively, and efficiently as possible and to the highest standard.

2. Objective of the Policy

This Policy is designed to promote an ethos of learning within the Council, encourage best practice, and to ensure that all councillors and employees:

- are aware of the Council's commitment to training
- are aware of the need for training
- feel encouraged to attend relevant training
- feel confident in their role, and
- understand the requirements of employees and councillors in undertaking training and professional development

3. Scope of the policy

This policy relates to the training of Councillors and Staff at Ruskington Parish Council.

4. Council's Commitment

- Ruskington Parish Council will set aside an adequate training budget, reviewed on an annual basis, to meet the training and professional needs of staff and councillors.
- The Council is a member of the Lincolnshire Association of Local Councils (LALC) and has full access to the training programme provided by LALC and associated external agencies.
- The Council will pay costs for the Clerk and RFO to achieve the Certificate in Local Council Administration (CiLCA).
- Specialist training will be sourced and provided as required.
- Full support and protected study and training time will be available for staff to encourage continuous professional development.

5. Staff Training

- Council employees are essential to all areas of the Council's business and must be trained to carry out their duties as effectively and safely as possible.
- Staff members will receive an annual appraisal which includes an analysis of training needs.

- Staff members are encouraged to raise training needs at any time, in any area of work they are required to perform.
- In respect of health and safety, some areas of work can only be undertaken if relevant training has been undertaken and qualification obtained.
- It is a requirement that the Clerk and RFO achieve the Certificate in Local Council Administration, or equivalent level 4 qualification.
- The Council will support the Clerk and RFO in their professional role by encouraging membership of the Society of Local Council Clerks.
- The staff handbook and Council policies reflect the requirement for staff training and continuous professional development.

6. Councillor Training

- Councillors are elected or co-opted members of local government making decisions on matters that affect the Council's community and its residents, and Council employees.
- All Councillors are expected to attend training to ensure the duties, powers, functions, and business of the council are carried out as efficiently as possible and in compliance with any legal legislation.
- Councillors who are chairman of a committee are expected to undertake the relevant training to ensure they are up to date with current legislation and procedures.
- Councillors will be expected to undertake any specialist training, as the need arises, to fulfil any specific roles allocated.

7. Requesting Training (Councillors and Staff)

- The monthly training bulletin from LALC[1] is circulated to all councillors and staff by the Clerk.
- Councillors and staff must request the training they wish to attend to the Clerk who approves the training, if the expenditure is within the annual training budget.
- The Clerk will make the booking using the LALC online portal, or otherwise as required.
- Training can only be booked via the Clerk.
- Councillors, the Clerk, and staff members can research relevant training to help develop their role for consideration by Council.
- If the annual budget for training is overspent, the Council will consider training requests and expenditure on an individual basis at the next Council meeting.

8. Requirements of staff and councillors who have undertaken training

- Information from training will be shared with staff and councillors, by email or hard copy, to ensure best practice, compliance with the latest legislation, and to inform and update Council policies and procedures.
- Councillors and staff will inform the clerk of any training undertaken and a register of training will be maintained by the Clerk. (This is an audit requirement.)
- Staff must make available any valid certificates of qualifications before carrying out any tasks related to that qualification to promote safe working practices.

I confirm that this training policy is understood, and the measures will be followed:

Please note: If you do not understand any part of this policy please speak to the Clerk of Council.

Name	Signature	Date

[1] The Lincolnshire Association of Local Councils