

NAVENBY WITH SKINNAND PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

Adopted: January 2026

Review: May 2026

Introduction

1. Navenby with Skinnand Parish Council is committed to ensuring its Clerk, Responsible Finance Officer (RFO) and Councillors are provided with the training they require to ensure they carry out their duties to the best of their abilities and are up to date with current legislation. To ensure this is possible a training budget is allocated to enable them to attend any relevant training throughout the year. The Clerk is responsible for identifying training needs of the RFO and Councillors, and the Clerk is to ensure everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and residents.

Councillor Training & Development

2. All Councillors will receive the following:
- a. An information folder upon their acceptance of office, which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and any other information deemed relevant.
 - b. A copy of the Good Councillor guide.
 - c. Email updates and newsletters which the Clerk receives and deems relevant.
 - d. Details of the Lincolnshire Association of Local Councils (LALC) Councillor Induction and Refresher training course and any other LALC training course which may enhance their specific role on the Council.

Clerk/RFO Training & Development

3. The Clerk and RFO will:
- a. Both attend all available LALC training courses relating to the Clerk and RFO roles in their first year of employment; and attend appropriate refresher training on an annual basis.
 - b. Adhere to the training and development objectives and responsibilities in their contract of employment.
 - c. Be provided with a training and development review as part of their annual employment and salary review from the council.

- d. Work towards achieving the Certificate in Local Council Administration (CiLCA), commencing during year two of their employment.
- e. Attend any other training relevant to the proficient discharge of their duties.
- f. Attend relevant LALC and District Council meetings such as Clerks forums and briefings.
- g. Subscribe to relevant Clerk/RFO professional publications and advice services, as agreed with the Council.
- h. Be provided with all relevant, up-to-date publications such as Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- i. Receive regular feedback from the Chair of the Council on their performance.

Training Requirements & Needs Analysis

- 4. Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.
- 5. Training needs for the Clerk and RFO will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual staff appraisal. The Clerk and RFO are expected to keep up-to-date with developments in the sector and highlight to the Council any training required.
- 6. Review of training requirements will be undertaken as part of the annual budget process to ascertain any new needs or potential areas for improvement that the Parish Council could enhance through training. An agreed budget will be put in place to cover training courses, annual subscription and purchasing of relevant publications.
- 7. The Clerk will maintain an updated training record for all Councillors, the Clerk and RFO. Those attending training will report back to the Clerk and Council on the relevance and effectiveness of the training supplied.