



COLSTERWORTH AND DISTRICT PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Introduction

Colsterworth and District Parish Council recognises that its most important resources are its Councillors and Officers, and it is committed to keeping them apprised of current issues and to developing them to their potential. Some training is necessary to ensure compliance with all legal and statutory requirements.

The objectives of this Policy are to:-

- Encourage Councillors and Officers to undertake appropriate training and development.
- Ensure that the Parish Council has the necessary skills to plan and deliver high quality services.

Commitment to Training

Colsterworth and District Parish Council is committed to the training and development of all Councillors and Officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services to the Parishes of Colsterworth and District.

There are a number of benefits to training:-

- Improves the quality of the services and facilities provided by the Council.
- Enables Councillors to undertake their duties to the best of their ability.

Councillors

Councillors bring a vast range of skills and experience to the Council. However, both local government and the world around it are fast changing and it is an essential investment to develop Councillors to their full potential. In addition, the Council is likely to have a number of new functions over the coming years and it will be important for Councillors fully appreciate the implications of the decisions they make.

Certain training is identified as essential for all Councillors including:-

- Induction for new Councillors;

Some Councillors may have undertaken relevant training at principal Council level or in some cases as part of their employment.

Training needs are prioritised by the Finance and Administration Committee following advice from the Parish Clerk.

Employees

An annual training and development plan will also be established by the Parish Clerk and approved by the Finance and Administration Committee for employees and volunteers. It will however be flexible to accommodate new Officers or newly identified needs.

Resourcing Training

Sufficient funds are allocated in the budget for Officers and Councillors for training purposes with a forecast of anticipated expenditure presented to Councillors for consideration each year as part of the Budget setting process. Separate budget headings are allocated for Councillors and Officers

Delivery

Councillors training, learning and development opportunities will be arranged predominately by Lincolnshire Association of Local Councils (LALC)).

Officers and Councillors attending courses are encouraged to pass on what they have learned to colleagues where appropriate.

Financial Assistance

The cost of training for Councillors will be paid for by the Council and reasonable associated costs such as travel and subsistence, reimbursed.

Should any absence from attending any training or courses occur, it must be reported to the Parish Clerk immediately. Failure to do so may result in unnecessary costs to the Parish Council.

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Chairman:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
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