



WEST BUTTERWICK PARISH COUNCIL

Training and Development Policy

Name of Organisation	West Butterwick Parish Council
Date Policy Approved	May 2026
Date of Next Review	May 2027

INTRODUCTION

The intention of this policy is to provide a framework for identifying training needs for staff and Councillors.

West Butterwick Parish Council recognises its duty to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation.

COMMITMENT

The Council is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities.

The Council will ensure that the Clerk has the opportunity to access training to meet the particular demands of their job or role.

The Council will provide resources to enable staff and Councillors to access relevant training.

POLICY STATEMENT

West Butterwick Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be regarded as an integral part of the Council's business.

STAFF TRAINING

New members of staff will be encouraged to attend training provided locally by East Riding and Northern Lincolnshire Local Council Association (ERNLLCA) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the new Clerk's training sessions and additional training sessions relevant to the individual's particular role.

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.

Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

The Parish Clerk is responsible for identifying his/her ongoing training requirements

COUNCILLOR TRAINING

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
- ✓ Meeting procedures
- ✓ Code of Conduct
- ✓ Cllr Induction information document
- ✓ Council powers
- ✓ The Chairman's and Officer's role document
- ✓ Privacy Notice

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

All new Councillors will be encouraged to attend an ERNLLCA training session.

TRAINING NEEDS IDENTIFIED

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chairman and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council. The Chairman of the Council in agreement with the Clerk may request a councillor to attend specific ERNLLCA training if they are deemed to have broken a standing order.

Annually the Council will formally review the training needs of the Councillors of the Parish Council. Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application form and interview, and then through the annual staff appraisal. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

RESOURCES

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

The training budget takes into account staff continuous personal development and new Councillor training.

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

CONCLUSION

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