

BRANSTON AND MERE PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

1. Introduction

Branston and Mere Parish Council is committed to the continuous professional development of its councillors and staff. The Council recognises that training is essential to improve its effectiveness, efficiency, and compliance with statutory duties. This policy outlines the approach to training and development in line with guidance from the National Association of Local Councils (NALC) and current legislation.

2. Objectives

The objectives of this policy are:

- To ensure that councillors and staff are equipped with the necessary skills and knowledge to perform their roles effectively.
- To promote a culture of continuous learning and development.
- To provide training opportunities that support the Council's strategic objectives.
- To ensure compliance with legislative and best practice requirements.

3. Scope

This policy applies to:

- All elected and co-opted councillors.
- The Clerk and Responsible Financial Officer (RFO).
- Any other employees of the Council.

4. Identifying Training Needs

Training needs will be identified through:

- **Annual appraisals** for staff.
- **Skills audits** of councillors and staff.
- **Legislative and procedural changes** requiring new skills or knowledge.
- **Self-assessment and feedback** from councillors and staff.
- **Strategic objectives** and the requirements of the Council.

5. Training Delivery

Training may be provided through:

- **Internal training sessions** conducted by experienced staff or external trainers.
- **LALC training courses.**
- **E-learning programmes** such as the Certificate in Local Council Administration (CiLCA).
- **Mentoring and shadowing** to enhance learning from experienced members.
- **Attendance at conferences, seminars, and networking events.**

6. Funding for Training

- A **dedicated training budget** will be allocated each year to support training and development.
- The Council will **cover the costs** of training that is deemed essential for a role.
- Councillors and staff may request funding for additional training, subject to approval by the Council.

7. Training Records

- The Clerk will maintain a **record of all training attended** by councillors and staff.
- Councillors are encouraged to **share knowledge** gained from training with their colleagues.
- An **annual report on training activities** will be presented to the Council.

8. Mandatory Training

The following training is considered mandatory:

- **Induction training** for all new councillors and staff.
- **Code of Conduct training** to ensure ethical governance.
- **Financial management and audit training** for the Clerk, RFO, and finance committee members.
- **Planning and development training** for councillors involved in planning decisions.

9. Review and Monitoring

- This policy will be **reviewed annually** by the Council.
- The effectiveness of training will be evaluated through feedback and performance assessments.
- Adjustments to the policy will be made in response to **changes in legislation** and best practices.

10. Approval and Adoption

This policy was adopted by Branston and Mere Parish Council on **[January 2026]** and will be reviewed annually.

DOCUMENT HISTORY

Version number	
Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	January 2025
Maximum review period	
Date for next review	January 2026

Change History	
Last version to 1.0	