STILTON PARISH COUNCIL

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Training & Development Policy

Introduction

Stilton Parish Council is committed to proving a level of training that not only keeps both its members and staff at the forefront of new legislation but also enables them to undertake their respective roles to the highest standard for the betterment of the Council and the Community served.

Training Aims

Stilton Parish Council's training aims are:

1. To identify, organise and support training that empowers members and staff, assisting the council to achieve its objectives whilst meetings the requirements of employees

2. Provide an adequate budget for training so that council can achieve those objectives and operative effectively following local elections or changes to council membership and during staff absence (holidays/sickness)

3. To keep a record of training undertaken and evaluate its effectiveness.

Councillors' Training and Development

All Councillors provided with New Members Induction Pack following Local Council Elections (or Co-Option) and to receive a short training session as soon as practicable	Every 4 years or whenever necessary
All Councillors to undertake Code of Conduct training within 6 months of the delivery of acceptance of office	On Election to Office
All Councillors encouraged to attend conferences and training courses as appropriate to members, council needs and responsibilities	Annually
All Councillors encouraged to read … • The Good Councillors Guide • The Good Councillors Guide to Finance and Transparency • Circulated newsletters and articles And provided with a copy of … • Standing Orders • Financial Regulations • Code of Conduct • Policies of the council	On Election to Office

Staff Training and Development

All new staff to take Induction Training	As and when required
All staff to have appraisals to understand training needs	Annually (February)
All staff encouraged to attend training relevant to the requirements of their position (this includes Health & Safety training to operate relevant equipment or use various substances)	On going

Clerk/RFO Training and Development

An induction session explaining the role of council, councillors, Clerk and other staff	Start of employment
Provided with copies of … • Standing Orders • Financial Regulations • Code of Conduct • Policies of the council	Start of employment
Undertake training to be able to competently fulfill the position e.g. • Clerks: The Knowledge • Finance training (FILCA) • Cemetery training • Scribe training courses (accountancy package)	As soon as practicable
Subscriptions to SLCC, CAPALC/NALC and encouraged to attend conferences, online events and clerk's forums	Ongoing
Provided with *Local Council Administration* by Arnold-Baker (13th Edition)	Start of employment
Encouraged to gain the CiLCA qualification (Certificate in Local Council Administration)	Following one year's service (if first Clerk position)

Council – Staffing Subcommittee

To recommend a training budget covering provision of training activities, conference attendance and publications for members and staff. Expenditure to be reported to council regularly	Annually
Training needs to be identified through induction and probationary periods, one-to-ones, appraisal, workforce planning and annual planning	On going
Council to state mandatory training on job descriptions (and consider Health & Safety regulations for carrying out particular job roles). Desirable training is also to be stated on job descriptions. Optional training considered, especially for succession planning	On-going
Finance and role requirements will be taken into consideration, alongside mandatory, desirable and optional training status	On-going

Guidance for support

Support for qualifications, training and personal development can include financial assistance toward the cost of tuition, examinations and resource materials in addition to time off for study leave/examinations and reasonable agreed time for study in paid working hours can be given.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, up to 1 year following completion of the course
- Fails to complete the training
- Fails to attend training without good reason

Policy Review

Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027