



# **Balderton Parish Council**

## **Training and Development Policy**

**Adopted: 26 August 2026, minute 60c**

### **1. Introduction**

Balderton Parish Council is committed to the training and development of Councillors and staff, to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring that training and development is also another mechanism to keep Council up to date with new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

### **2. Policy Statement**

- 2.1 Balderton Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents. To that end the Council's intention is that Councillors, the Clerk and any other staff at the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.
- 2.2 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 to enable them to become more effective and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

### **3. Training and Development Activity**

Balderton Parish Council consists of 15 elected Councillors and employs 3 full-time staff members and 4 part-time staff members. Training and development for Councillors and staff will be regularly reviewed but will contain as a minimum requirement:

#### **3.1 Councillors**

- a. Attendance at induction sessions explaining the role of Councillors.
- b. Civility and Respect Training:
  - i. Standards in Public Life
  - ii. Code of Conduct

- iii. Additional courses should they be recommended for Councillors.
- c. Provision of a Councillor Starter Information including Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant. All policies are reviewed by the Council at least every 2 years to refresh all Councillors on the content.
- d. Access to relevant courses provided by external bodies such as: -
  - i. Nottinghamshire Association of Local Councils (Notts ALC),
  - ii. Newark and Sherwood District Council
  - iii. Nottinghamshire County Council

There is an expenses budget for attending briefings, consultations and other general meetings for both Councillors and staff
- e. Circulation of documentation such as briefings and newsletters/magazines to all Councillors

### 3.2 Clerk and Responsible Financial Officer roles

The following training and mentoring opportunities are available to the Clerk and Responsible Financial Officer:

- a. Induction sessions explaining the role of Clerk and Responsible Financial Officer. (Ideally the Clerk/RFO should be qualified before recruitment but if not there will be a contractual commitment to train as details in point d and e)
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c. Attendance at a 'New Clerk's' training course or similar
- d. Gaining the *Certificate of Local Council Administration (CiLCA)* within 2 years of becoming Clerk/RFO
- e. Should the RFO roles be separated from the Clerk role, gaining the *Financial Introduction to Local Council Administration (FiLCA)* within 18 months years of becoming Clerk/RFO
- f. Any other training relevant to the proficient discharge of their duties such as I.T. systems used by the council, Legal Powers, Finance and understanding the planning system, identified through annual appraisal and training review
- g. Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Nottinghamshire County Association of Local Councils (Notts ALC), Newark and Sherwood District Council Nottinghamshire County Council
- h. Subscription to relevant publications and advice services
- i. Provision of the Local Council Administration handbook by Charles Arnold Baker and other relevant publications, which will remain the property of the Council
- j. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes for new/inexperienced Clerks
- k. Regular feedback from the Chairman of the Council in their performance.
- l. Expenses for attending briefings, consultations, training and any other general meetings

### 3.3 Grounds Staff

The following training and mentoring opportunities are available to the Grounds Staff:

- a. Induction sessions explaining the Grounds Team roles

- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks
- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the roles. To be read at least every 6 months
- e. External Manual Handling, Health and Safety, Chainsaw, Legionella, First Aid and Fire training courses (some of these may be online)
- f. Grounds Staff Manager – Cemetery safety courses
- g. Other training that will help with Grounds Staff fulfil their role
- h. Regular feedback from the Clerk in their performance
- i. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review

### 3.4 Assistant Clerk

The following training and mentoring opportunities are available to Assistant Clerks:

- a. Induction sessions explaining the role of the Administrative Officer
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks.
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks
- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the role
- e. First Aid and Fire training courses (some of these may be online).
- f. Training on I.T. systems used by the Council which are relevant to the role
- g. Regular feedback from the Clerk in their performance
- h. The studying and securing of the *Introduction of Local Council Administration (iLCA)* and the *Financial Introduction to Local Council Administration (FILCA)* within 30 months of becoming an Assistant Clerk
- i. The studying and securing of the *Certificate in Local Council Administration (CiLCA)* and the *Financial Introduction to Local Council Administration (FILCA)* within 48 months of becoming an Assistant Clerk
- j. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review.

### 3.5 Administrative Officer

The following training and mentoring opportunities are available to Administrative Officers:

- k. Induction sessions explaining the role of the Administrative Officer
- l. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks.
- m. Briefing on the safe use of any equipment provided by the Council prior to starting tasks
- n. Provision of copies of the policies of the Parish Council and risk assessments relevant to the role
- o. First Aid and Fire training courses (some of these may be online).
- p. Training on I.T. systems used by the Council which are relevant to the role
- q. Regular feedback from the Clerk in their performance

- r. The studying and securing of the *Introduction of Local Council Administration (iLCA)* and the *Financial Introduction to Local Council Administration (FILCA)* within 30 months of becoming an Administrative Assistant
- s. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review.

### **3.6 Clerical Assistant**

The following training and mentoring opportunities are available to Clerical Assistants:

- a. Induction sessions explaining the role of the Clerical Assistant
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks.
- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the role
- e. First Aid and Fire training courses (some of these may be online)
- f. Training on I.T. systems used by the council which are relevant to the role
- g. Regular feedback from the Clerk of the Council in their performance
- h. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review

### **3.7 Attendants**

The following training and mentoring opportunities are available to Attendants:

- a. Induction sessions explaining the Attendant role
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks
- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the roles
- e. External Manual Handling, Health and Safety, First Aid and Fire training courses (some of these may be online)
- f. Other training that will help Attendants fulfil their role
- g. Regular feedback from the Clerk in their performance
- h. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review

### **3.8 Specialist Officer Roles**

Should the Council secure the services of a specialist officer appropriate training and mentoring opportunities will be made available in addition to:

- a. Induction sessions explaining the role of the Council
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks

- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the roles
- e. Regular feedback from the Clerk in their performance
- f. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review

#### **4. How Training Needs will be Identified**

- 4.1 To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, the Council's aims and objectives and changes in legislation and staff appraisals.
- 4.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the Council
- 4.3 The Council will formally review the training needs of the Councillors at a meeting of the Parish Council
- 4.4 Training needs for the staff will be identified through the recruitment process for new and the annual staff appraisals.
- 4.5 The Clerk will keep up to date with developments in the sector and highlight to the Council any training required

#### **5. Funding**

- 5.1 The Council will set a budget each year as required to enable reasonable training and development
- 5.2 The Council will consider an allocation in the budget for the payment of the following subscriptions to enable the staff and Councillors to make use of sector specific and asset related training courses and conferences, such as the :
  - Allotment Society
  - Society of Local Council Clerks (SLCC)
  - Nottinghamshire County Association of Local Councils (Notts ALC) – (includes access to National Association of Local Councils)
  - Institute of Cemetery and Crematorium Management (ICCM)
- 5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

#### **6. Evaluation and Review of Training**

- 6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4.

- 6.2 Training will be reviewed in the light of changes to legislation or any new systems relevant to the work of Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, and the Clerk.
- 6.3 The Clerk will maintain a record of training attended by staff and Councillors.