

Bramhope & Carlton Parish Council

Training and Development Policy

This document is based on the model Training & Development Policy provided by SLCC/YLCA

Adopted on 24th September 2020

Date of last review: 26th March 2026

Date of next review: March 2028

To be reviewed by: Personnel Committee

To be approved by: Full Council

To be reviewed bi-annually or sooner should legislation dictate

1. Introduction

Bramhope & Carlton Parish Council views education and training as fundamental to ensuring that Councillors and Staff are able to carry out the policies and statutory responsibilities of the Parish Council efficiently and effectively.

2. Aim

The Parish Council is committed to ensuring that Staff and Councillors are trained to appropriate standards and are aware of their legal responsibilities with regard to governance, financial management, health and safety, risk management, employment law and equal opportunities. Staff and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

To support this, funds will be allocated to a training budget each year to enable Staff and Councillors to follow education courses, read guidance material, and attend training events and conferences relevant to their duties and the needs of the Parish Council.

Councillors are encouraged to make use of training and development opportunities relevant to their membership of committees and working parties.

Prospective councillors and applicants for the post of clerk should be made aware of this policy and the expectations placed upon them, contained within it.

3. Training and Development Activity

Bramhope & Carlton Parish Council comprises 13 councillors. There are two Staff roles both employed on a part time basis:

- the Parish Clerk / Responsible Financial Officer
- the Village Caretaker

In addition, volunteers from Bramhope and Carlton provide support for the parish's work.

Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement the elements listed below.

3.1 Councillors

New councillors will be given a formal induction which will include the following elements of training:

1. A new councillor pack (by email) containing copies of the current Standing Orders, Financial Regulations, Code of Conduct and other relevant information
2. Attendance at the Yorkshire Local Councils Association training course for new Councillors
3. An electronic copy of the National Association of Local Councils (NALC) ***The Good Councillor's Guide (2024 edition)***
4. A link to the Local Government Association (LGA) [Briefing for new councillors | Local Government Association](#)
5. Emailed all updates and newsletters which the Clerk receives and deems relevant

All councillors will be provided with:

1. Access to relevant courses (including Chairmanship courses for Chairs/Vice Chairs upon election and acceptance to office), events and conferences provided by external bodies such as Leeds City Council (LCC) and the Yorkshire Local Councils Association (YLCA)
2. Copies of publications relevant to membership of specific committees and working groups e.g. ***The Good Councillors Guide on Finance and Transparency*** published by NALC
3. Expenses for attending training courses and conferences

3.2 Clerk/RFO

1. The Clerk/RFO will be provided with a contract of employment setting out clear objectives and expectations
2. Receive an employment and salary review annually from the council
3. Encouraged to attend all relevant SLCC/YLCA course for new Clerks including roles and responsibilities course.
4. Encouraged to gain Introduction to Local Council Administration (ILCA) (Level 2)
5. Provision of all council policies, standing orders, code of conduct, financial regulations and any other relevant information
6. Gain the certificate in Local Council Administration (CiLCA) within 2 years of appointment (this is a condition of employment) (or 3 years if ILCA is undertaken first). An additional course ILCA to CiLCA will be required prior to commencement of CiLCA).
7. Any other training relevant to the proficient discharge of their duties such as: IT, finance, understanding the planning system, cemetery management identified through regular training needs assessments.
8. Access to relevant courses, events and conferences provided by external bodies such as Leeds City Council (LCC), the Yorkshire Local Councils Association (YLCA) and the Society of Local Council Clerks (SLCC)
9. Subscriptions to relevant publications, YLCA and advice services
10. Provision of the following publications:
 - ***Local Council Administration*** by Charles Arnold Baker (published by Butterworths Law)
 - ***Local Governance Toolkit (2021)*** (SLCC)
 - ***The Good Councillor's Guide (2024 edition)*** (NALC)
 - ***The Essential Clerk's Handbook (2024 edition)*** published by SLCC
 - and other relevant publications (which remain the property of the council).
11. Mentoring opportunities with suitably qualified clerks from neighbouring parish councils.

12. Regular feedback from the Chair and Chair of Personnel regarding their performance
13. Expenses for attending training courses and conferences.

Village Caretaker

1. An induction which includes:
 - The role of the Parish Council
 - The Village Maintenance Committee (VMC)
 - Role and responsibilities
 - Health & Safety briefing
2. Feedback from the Clerk and Chair of VMC
3. Attendance on relevant training courses, e.g. training on use of equipment
4. Expenses for attending training courses

Volunteers on Parish Council Activities

1. Briefings on relevant health and safety matters and the scope of their work prior to starting
2. Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments
3. Briefing on the safe use of any equipment provided by the Council
4. Training for volunteers will not be beyond that which is necessary for their role

4. Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be brought to the attend of councillors by the Clerk.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal, and changes in legislation.

Training needs may also be identified through:

- changes to legislation
- changes to quality systems relevant to the council
- implementation of new equipment or processes,
- feedback from the auditor
- complaints received
- specific incidents

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required

5. Training Budget and Approvals

As part of the annual budget process a training budget will be set reflecting the projected training and development needs for the forthcoming year.

Education and development elements (courses, texts, conferences, webinars) that are less than £50 do not require approval by the Council so long as the authorised training budget is not exceeded. Councillors should, however, consult with the Clerk as to whether the expenditure is appropriate for their role prior to making any commitment. All chargeable courses and education materials should be booked or procured by the Clerk.

6. Evaluation and Review of Training

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 in section 4 above.

The clerk will maintain a record of training attended by the councillors and clerk.