



Swillington Village Council's commitment to training and development

Swillington Village Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

Swillington Village Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the Council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the Council's aims and objectives.

The Council will commit itself to and adopt the following:

- To develop employees and elected members to achieve the objectives of the Council
- To review regularly the needs of, and to plan training and development for, employees and elected members
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

Identification of training needs

Employees

- Induction training and the Council's staffing policies will be provided to new employees
- Current or any new Clerk to hold or obtain ILCA (Introduction to Local Council Administration) and the ILCA to CiLCA qualification prior to studying the CiLCA (Certificate in Local Council Administration).
- Current or any new Clerk to hold or obtain CiLCA or equivalent.
- Current or any new RFO (Responsible Financial Officer) to hold or obtain FiLCA (Financial Introduction to Local Council Administration) and/or an appropriate accountancy qualification.

- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee.
- Employees will identify training needs as part of their annual appraisal in partnership with their appraiser. Employees may be asked to complete annual refresher training relevant to their role, such as COSHH, manual handling and lone working.
- The Staffing Committee will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.
- Staff are to be provided the opportunity to complete Continuous Professional Development and will be paid for their time at their usual rate of pay. Travel for in-person training will be reimbursed in accordance with the Council's Expenses Policy.
- Additional training may be booked by the Clerk at any time as long as it is in the interests of the Council and is within the training budget.

Elected members

- An induction pack which will include the Council's policies and procedures will be provided for all newly elected or appointed members.
- All Chairs are encouraged to attend the YLCA's course 'Chairing Skills' as soon as possible after election.
- Chairs should attend the Chairs Discussion Forum held monthly, provided free of charge by the YLCA, when able to do so
- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" as soon as possible after taking office and in any case, within one year
- Councillors who wish to refresh their knowledge/skills can request to attend authorised courses at any time during their term of office, via the Clerk
- Travel for any in-person training will be reimbursed in accordance with the Council's Expenses Policy
- Specialist in-house training will be provided on an ad-hoc basis

Volunteers

Swillington Village Council recognises the valuable contribution made by volunteers in supporting the work of the council and enhancing community engagement.

- Induction training, a clear outline of their roles and responsibilities, and the relevant policies and information will be provided to new volunteers.
- Volunteers will be offered access to training opportunities where these are considered necessary and proportionate to their role, and where they support the Council's aims and objectives

- Reasonable expenses incurred by volunteers in respect of training, including travel where applicable, may be reimbursed in accordance with the Council's Expenses Policy.

Prioritisation of training and development

Training and development requirements will be prioritised as follows to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery
- Specialist needs of specific employees or elected members for their individual roles
- Improvement of existing skills
- Personal development

Training resources/providers

A budget of at least £1000 is set annually for the training of employees, elected members and volunteers; this is reviewed annually as part of the Council's budget setting process.

Training providers for both employees and elected members

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority Leeds City Council
- In-house

The Council will maintain the Council's membership of the YLCA and the Clerk's membership of the SLCC in order to ensure access to a wide range of training opportunities and continuous professional development. The cost of memberships will be met from the Council's subscriptions budget and reviewed annually as part of the Council's budget setting process.

Professional resources and reference materials

The Clerk is authorised to purchase professional reference materials, including books, guidance and other learning resources where these are identified by the Clerk as necessary to support their role and the effective operation of the Council.

Resources should be relevant to the Clerk's and/or Councillor's duties and responsibilities and represent value for money.

Purchases may be made within the Clerk's delegated spending authority and within the agreed budget. Any expenditure outside of delegated limits must be approved in accordance with the Council's financial regulations.

Reference materials remain the property of the Council and should be retained for future use where appropriate.

Training Reports

A yearly summary of training undertaken by employees, elected members and volunteers will be presented to the Council.

Requests for training and approval of attendance

No reasonable request for training will be denied.

- The Clerk may book training for themselves, employees, elected members or volunteers where the value of the individual course is within their delegated spend as long as the training is within the interests of the council and within the training budget.
- The Clerk must submit a request for training courses costing over their delegated expenditure to the Staffing Committee or the Full Council.
- This policy should be read alongside the Council's Expenses Policy with regard to reimbursement of training and associated costs, including circumstances such as repayment of costs by the employee to the Council if the training is not completed or if the employee leaves the Council's employment within a specified period.

This is a non-contractual procedure which will be reviewed from time to time.

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