



## 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 and 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.
- 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.
- 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
- Specialist in-house training will be provided on an ad-hoc basis

### **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 £1000 is set annually for employees' and elected members' training.

### **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

## Training Reports

A yearly summary of employee and elected members' training 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 or elected members 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 is a non-contractual procedure which will be reviewed from time to time.*

*Date of policy: May 2024*

*Approving committee: Staffing Committee*

*Date of committee meeting: 07/05/2024*

*Policy version reference: Version 1*

*Policy effective from: 07/05/2024*

*Date for next review: As necessary*

