



WISTOW PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

DOCUMENT CONTROL

Changes	Approved by	Date	Next Review
Review, formatting and mandatory training	Full Council	October 2026	October 2026



Introduction

Wistow Parish Council is fully committed to ensuring that its councillors and staff are appropriately trained to effectively, efficiently, and equitably meet the needs placed on them by the parish council and to meet their statutory obligations.

This means actively encouraging and supporting people to undertake training that is relevant to their responsibilities in a regular and timely manner.

Our commitment to training covers all employees and members both current and future with no exclusions or exceptions. Training must be available for all to ensure they are aware of individual and collective responsibilities and to be compliant and competent at all times.

Training Aims

The council's training aims are:

- To improve the understanding of its members, of their role as a local councillor, the powers available to the council and how best to utilise the resource available to the council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to undertake their respective roles competently and effectively and to ensure they are always up to date with new legislation and practices.

Identifying Training Need

Training and development needs will be identified from a variety of sources including:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Annual plan
- Changing processes/legislation
- Self-identified need

Staff Training & Development

Staff training and development can be categorised as follows;

Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that



an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below). Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual Handling, Display Screen equipment)
- Legionella training
- Data Protection

Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time.

The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Finance & Audit training
- Community Governance

Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'. Examples may include:

- Town Planning Technical Support - Level 3 Diploma
- Internal auditor training



Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

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

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

Study Leave

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Any study leave for non-mandatory training will be at the discretion of the council.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met. This is a non-contractual procedure which will be reviewed from time to time.

Members Training

All new councillors will be provided with a copy of the council's induction document and must participate in the New Councillor Induction training provided by CAPALC. Likewise, each incoming Chairman must attend CAPALC Chairmanship training.

All councillors must attend code of conduct training which is mandatory in accordance with section 8.1 of the LGA Code of Conduct adopted by Wistow Parish Council and accepted by all Councillors contained within their declaration of acceptance of office.

The council reserves the right to reclaim financial support where the member fails to attend training without good reason



Main Training Providers

The council will resource training to meet identified needs by firstly keeping up to date with the available training events offered via CAPALC and SLCC.

The council will maintain membership of both organisations, with the SLCC membership in the name of the Clerk.

The training offers of both organisations will be communicated at regular intervals to employees and members mainly through bulletins.

The Councils main training providers include:

- CAPALC
- SLCC
- De Montfort University
- Institute of Cemetery and Crematorium Management
- National Association of Local Councils

Commitments will be made for workshops or courses to be undertaken as required. This may involve getting suitably qualified personnel to run events in our locality and/or getting individual or groups of employees/members to attend regionally scheduled events.

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

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- Attendance at conferences, seminars, and short courses
- Online training
- In-house learning resources (books, journals etc.)
- In house training
- Time for self-directed research and learning

Resources & Budget

The council will allocate an annual training budget to cover provision of training activities, attendance at conferences and training publications for members & staff.

The Clerk has delegated authority to place orders for training/training materials so long as these orders would not mean exceeding the remaining "Training" budget. Any amount over that which is budgeted will be referred to the Full Council.



Review

This policy is to be reviewed annually by the Clerk and will be considered at a meeting of the council before being re-adopted.