



Training and Development Policy

Date of adoption: 18th August 2025

Review date: June 2026

Boston Spa Parish Council is committed to providing employees, Councillors and volunteers with the training and development opportunities to equip its members with the necessary skills and knowledge to fulfil their roles and deliver the best possible service to the residents of Boston Spa.

The Council is committed to

- Developing employees so that they can perform their roles effectively and to the best possible standard
- Training Councillors on both recruitment/election and throughout their term of office so they remain informed of their duties and responsibilities as public servants
- Regularly evaluating its investment in training and development to ensure value for money and effectiveness

Training requirements will be determined and prioritised according to the council's service delivery requirements.

Employee Training

The budget for the training of employees will be set in the January preceding the next precepting year. It will be determined by the number of staff currently under employment, the recruitment programme for the coming year, the outcome of training needs identified during staff appraisals and any proposed changes to legislation on which staff members are required to become knowledgeable.

Council roles

Parish Clerk

- On recruitment of a new Clerk, the one-day YLCA 'Induction for Local Council Clerks' should be undertaken if the Clerk has no prior experience of the role.
- It is expected that a new Clerk will complete ILCA (Introduction to Local Council Administration) within one year of recruitment.
- Following the completion of ILCA and within two years of recruitment the Clerk should undertake the CILCA (Certificate in Local Council Administration).
- The Parish Council will fund the Clerk's annual membership of the SLCC (Society of Local Council Clerks).

Responsible Financial Officer

- The RFO should hold a relevant accountancy qualification at the time of recruitment, the RFO will be expected to obtain FiLCA (Financial Introduction to Local Council Administration) within the first six months of appointment.

The above courses will be funded by the Parish Council with 50% of the expected study time also funded as an addition to Clerk's or RFO's salary. This paid time will be subject to any PAYE or NI. It is expected that the employee will use their own time for the remaining 50% of study.

The Clerk and RFO may also apply to undertake additional training if it meets the requirements of the respective roles and if the budget allows. If the budget for the year has been depleted, subject to a resolution at a Parish Council meeting, the Council can make the decision to transfer additional funds from its reserves.

Councillor Training

All new Councillors will be provided with a digital copy of 'Local Councils Explained' and 'The Good Councillors Guide' and will be expected to read both documents if they are new to local government. In addition, they will be provided with the Council's Code of Conduct and Standing Orders.

Within two months of being elected or co-opted, it is expected that a Councillor will undertake the YLCA 'Off to a Flying Start' training and 'The role of the Clerk'. This is online training which will be funded by the Parish Council.

Once familiarised with the role, Councillors will be supplied with the regular NALC, YLCA and associated training schedules from which they may request additional training. Any training requested should be relevant to the Councillor's responsibilities and Committee appointments. If appropriate, group in-house training may be delivered to Councillors.

Chairman Training

All newly elected Chairs of Council will attend the YLCA course 'Chairing Skills' as soon as possible after election. Chairs are also expected to expand their knowledge by attending the YLCA Parish Meeting events for their area and by representing the Parish Council at local authority forums.

Chairs are encouraged to attend the monthly YLCA Chairs Discussion Forum, which is online and free of charge.

Training for volunteers

Training for volunteers will be carried out in accordance with the role being undertaken. This is most likely to include health and safety awareness training, First Aid, and for those that organise events, training in the Terrorism (Protection of Premises) Act 2025. For those that undertake the preparation of food for community hubs and drop-in kitchens, food hygiene training will be provided.

Once volunteers are recruited, they will be expected to adhere to all of the Council's existing policies and procedures as if they were an employee of the Council. The volunteers will report to

the volunteer manager who is expected to be knowledgeable and trained in the work being carried out by the volunteers.

Training Requests

No reasonable request for training will be denied. The Council will take account of employee, councillor and volunteer needs and budget provision when granting approval:

- Councillors and volunteers must submit a request to attend training events to the Clerk. These will be reviewed and approved at Parish Council meetings (if there is adequate time before the course commences) if not, the Clerk has the delegated authority to approve and book training subject there being adequate budget.
- Employees must submit a request to attend training events to full council

Prioritisation of Training

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

Reports and record keeping

The Clerk will keep a record of all training undertaken and the costs. A report will be circulated to the Parish Council at the end of the financial year. This policy will be reviewed annually in June.