



BENTHAM TOWN COUNCIL

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TRAINING AND DEVELOPMENT POLICY

Statement of Intent on Training and Development for Staff and Elected Members

1. Introduction

Bentham Town Council is committed to providing employees and elected members with appropriate training and development opportunities to enable them to undertake their duties effectively and support the delivery of high-quality services to the community.

The Council recognises that well-trained staff and councillors contribute positively to the achievement of the Council's aims and objectives and to the continuous improvement of council services.

The Council will encourage and support employees and elected members to undertake training and development relevant to their roles through internal and external learning opportunities.

Training requirements will be identified and prioritised in line with the Council's operational needs, legislative requirements, and strategic objectives.

The Council is committed to:

- Developing employees and elected members to achieve the objectives of the Council.
- Reviewing regularly the training and development needs of employees and elected members.
- Providing appropriate induction and ongoing training throughout employment or term of office.
- Evaluating training and development activity to ensure value for money and effectiveness.
- Promoting continuous professional development and good governance.

2. Identification of Training Needs

Employees

Training needs for employees may be identified through:

- Induction processes for new employees.
- Annual staff appraisals and supervision meetings.
- Changes in legislation, regulation, procedures or technology.
- Introduction of new services, equipment or working practices.
- Professional qualification requirements.
- Requests made by employees or line managers.

The Council will provide:

- Induction training for all new employees.
- Support for the Clerk and Deputy Clerk to obtain and/or maintain the Certificate in Local Council Administration (CILCA) or equivalent qualification.
- Opportunities for Continuous Professional Development (CPD).
- Access to training relevant to the employee's role and responsibilities.

Employees are encouraged to identify their own development needs and discuss these with their line manager during appraisal meetings or at any time during the year.

Elected Members

Training needs for elected members may be identified through:

- Induction following election or co-option.
- Changes in legislation and council responsibilities.
- Specific committee or representative roles.
- Requests from individual councillors.

The Council will provide:

- An induction programme and member welcome pack for newly elected or co-opted councillors.
- Access to relevant training courses, seminars, conferences and briefings.
- Specialist in-house training where appropriate.
- Encouragement for newly elected councillors to attend Yorkshire Local Councils Associations (YLCA) training courses, including "Off to a Flying Start".
- Encouragement for newly elected Chairs to attend YLCA Chairmanship Skills training.

Councillors may request training at any stage during their term of office.

3. Prioritisation of Training and Development

Training and development opportunities will be prioritised according to:

- Statutory and mandatory training requirements.
- Training necessary for effective service delivery.
- Training required to meet legal, financial, or governance responsibilities.
- Development required for specific roles or responsibilities.
- Improvement of existing knowledge and skills.
- Personal and professional development where it benefits the Council.

4. Training Resources and Providers

An annual training budget will be set by the Council as part of the budget-setting process.

Training may be provided through:

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Principal Authorities
- Regional and national conferences and seminars
- Professional organisations and recognised training providers
- In-house training sessions
- Online learning and webinars

The Council will seek to ensure that training resources are used effectively and provide value for money.

5. Training Records and Reporting

The Clerk will maintain a record of training undertaken by employees and Council members.

A summary of training undertaken during the previous year will be reported annually to the Council.

6. Requests for Training and Approval of Attendance

Reasonable requests for training will be considered fairly and in line with available budgets and operational requirements.

The Clerk has delegated authority to approve training requests for courses or events costing up to £50.

Approval for training will take account of:

- Relevance to the individual's role.
- Benefit to the Council.
- Available budget provision.
- Service requirements.

Approval arrangements are as follows:

Councillors

- Requests for training costing over £50 must be approved by Full Council.
- Requests for training costing £50 or less may be approved by the Clerk.

Employees

- Requests for training costing over £50 must be approved by Full Council or the Finance Committee.
- Requests for training costing £50 or less may be approved by the Clerk.

7. Review of Policy

This policy will be reviewed annually by the Finance Committee and presented to Full Council for approval.