



Kirton in Lindsey Town Council

Policy 08: Learning & Development Training Policy

Adopted March 2026 (v20261) [FC2603/13]

Next Review March 2027

Kirton in Lindsey Town Council recognises that training and development for Councillors and its employees is essential to its ability to maintain good governance and to deliver effective services in line with achieving its aims, objectives, priorities and vision.

Learning & Development is a joint commitment made by the Council, its Councillors and its employees and will be delivered by the sourcing of appropriate training and development opportunities and sufficient funding being made available through adequate training budgets to enable engagement by all.

It is essential that Councillors and employees are given equal opportunity to develop their knowledge of Local Government and the law relating to Town and Parish Councils and to learn and develop skills to help them serve the community. Participation in Learning & Development should be accepted as being part of the role of being a Councillor and as part of continuous learning for employees.

Councillors and employees should display a positive attitude towards their development in order to assist the Town Council's achievements.

This Council recognises:-

- a: The need to provide appropriate training, development and learning opportunities for all Councillors and employees which will be identified by various means including (but not exclusively) self-assessment, recommendations from professional bodies, the Council stated aims and objectives and changes in legislation;
- b: That continued investment through budgets and commitment to training and development are essential if quality services are to be provided, maintained and continually improved;
- c: That it has a responsibility to provide equal access to training and development for all Councillors and employees in accordance with equal opportunities legislation and existing policies.

2. This Council:-

- a: Will identify delivery agencies to provide relevant training and development to maximise the potential of its Councillors and employees and will provide information and opportunities to attend;
- b: Will encourage self-assessment for Councillors and develop an annual training needs plan as part of the appraisal process for employees and these will form the basis of an overall training plan linked to Council objectives;
- c: Require all Councillors and employees to actively participate in training and development;

- d: Will identify areas of training need, in addition to self-assessment and training needs plans, which arise from changes in legislation and the changing role of this Council;
 - e: Identify specific needs which will include basic new Councillor and employees induction and other critical topics such as gaining a thorough understanding of:
 - The planning process
 - Members' Financial Management responsibilities
 - The Code of Conduct
 - Decision-making processes
 - Dispute Resolution;
 - f: Identify accredited courses for Councillors and employees;
 - g: Source courses offered in topics that will be helpful to the development of Councillors and employees;
 - h: Source courses tailored to specific aims that the Council may have, such as attainment of the Local Councils Award Scheme;
 - i: Allow all Councillors and employees to put forward training opportunities they are aware of for consideration;
 - j: Require sufficient detail is given regarding courses/training requirements at the point of request/approval including anticipated hours for any coursework to be agreed by the Personnel & Disciplinary Committee;
 - k: Will maintain training records for all Councillors and employees and publish these on the Kirton in Lindsey Town Council website for transparency;
 - l. Require anyone attending training to report back to the Council either verbally or in writing, informing others of the value of the training and how appropriate it was to the particular issues concerned.
3. Relevant courses will be sourced for delivery only by appropriately qualified and indemnified providers.

4. **Resources**

The Council will provide a training and development budget and, in particular, the Council will take into account the following factors:-

- a: The identified training and development needs of Councillors and employees, reviewed annually;
- b: Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council, which will be reviewed annually;
- c: The value for money to be derived from attendance.

5. **Conclusion**

This Council is determined to provide opportunities for all Councillors and employees to further develop the necessary skills and competencies to assist the Councillors and employees undertake their legal obligations in terms of effective decision-making and the scrutiny of Council business. This will be achieved through the creation of a culture of continuous development.

Signed: _____ (Kirton in Lindsey Town Mayor)

Signed: _____ (Kirton in Lindsey Town Clerk)

Date: _____