



Lostwithiel Town Council

Training – Statement of Intent

Approved	10/03/26
Minute ref:	339/25
Review:	Biennial
Next Review:	Mar-28

1. Objective

Lostwithiel Town Council is committed to supporting the continuous development of both Councillors and Staff, ensuring they have the knowledge, skills, and confidence to perform their roles effectively.

Training is recognised as essential for maintaining high-quality services, legal compliance, and meeting the evolving needs of the local community. This policy supports the Council's aspiration to meet the standards of the Local Council Award Scheme by providing a structured training, evaluation, and CPD approach.

2. Scope

This policy applies to:

- Councillors – including newly elected and existing members
- Staff – including full-time, part-time, and temporary employees

3. Commitment

The Council will:

- Provide appropriate training opportunities to enhance skills and knowledge.
- Ensure training is relevant to roles, statutory requirements, and future development.
- Allocate sufficient funding and resources for training.
- Evaluate the impact of training on performance and service delivery.
- Record all learning and development in individual Continuous Professional Development (CPD) logs for both Councillors and Staff.

4. Identifying Training Needs

Councillors:

- New Councillors receive a welcome pack and details of relevant training courses.
- Training needs are identified through induction, personal development plans, committee roles, and annual review discussions.
- Councillors are encouraged to attend a variety of courses to enhance their effectiveness.

Staff:

- Training needs are identified during induction and reviewed annually through appraisal meetings.
- Formal skills assessments and discussions with line managers inform further development needs.
- Staff are encouraged to pursue training relevant to current roles and for broader skills development.

5. Mandatory and Core Training

The Council recognises that certain training is essential to meet legal and governance obligations. This includes:

- Code of Conduct
- Health & Safety Awareness
- Data Protection / GDPR
- Equality & Diversity Awareness
- Fire Safety and Emergency Procedures

All Councillors and Staff must complete mandatory training within the specified timeframes. Additional training may be required for specific roles or committee responsibilities

6. Training Funding and Resources

- A dedicated training budget is set annually to cover course fees.
- A separate travel and subsistence budget is allocated for attendance at training events.
- Membership subscriptions to relevant professional bodies (e.g., CALC, NALC, SLCC) are maintained to support access to training resources.
- Time off for training will be provided during working hours for Staff, and meeting schedules will accommodate Councillors' training attendance where possible.

Approved Training Providers:

- Cornwall Association of Local Councils (CALC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Other recognised external providers relevant to the role

Training Formats:

- Training may include a range of learning methods, such as in-person courses, webinars, conferences, mentoring, self-directed study, and digital learning resources.

7. Annual Training Plan

- The Town Clerk will develop an annual training plan identifying priorities for Staff and Councillors, planned courses, and development goals.
- The plan will be reviewed and updated annually in consultation with Council committees and Staff.
- Training completed will be recorded in individual CPD logs to demonstrate learning outcomes and progression.

8. Training Evaluation and Reporting

- All participants must complete an evaluation form following each training course.
- Outcomes and impacts of training will be recorded and reported annually to the Council or appropriate committee.
- Training evaluation ensures knowledge gained is applied in practice and contributes to service improvement.

9. Review of Training Needs

Training requirements will be reviewed in response to:

- Changes in legislation or regulations
- Introduction or revision of Council services
- New qualifications or professional requirements
- Workplace accidents, incidents, or complaints
- Requests from Staff or Councillors for development

10. Council Development

- In cases of new legislation or matters affecting all members, the Town Clerk will arrange suitable training sessions for all Councillors.
- The Council will maintain access to current information through publications, internet resources, and professional memberships.

Support for Members:

- Membership of the Cornwall Association of Local Councils (CALC)

Support for Staff:

- Membership of the Society of Local Council Clerks (SLCC) for the Town Clerk, with subscription fees funded by the Council.

11. Policy Review

This policy will be reviewed periodically to ensure it continues to meet the development needs of Councillors and Staff, remains compliant with legislation, aligns with NALC best practice, and supports the Council's aspirations under the Local Council Award Scheme.