

## Training and Development Policy

### 1 Policy Statement

- 1.1 Eynsham Parish Council is committed to offering its employees and Councillors the highest standard of training. Funds are therefore allocated to a training budget each year to enable staff and Councillors to discharge their duties as effectively and efficiently as possible.

### 2 General Training and Development Activity

- 2.1 The Clerk will alert members of staff and Councillors when new training opportunities are available.
- 2.2 The Parish Council will identify training needs whilst considering the overall objectives of the Council as well as the needs of the individual. This will be monitored by the Clerk, by Councillors during staff appraisals, formal and informal conversations, and any other methods as appropriate.
- 2.3 The Council will encourage training and pay expenses arising from such training.
- 2.4 The Council will ensure that all new Councillors receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.
- 2.5 The Parish Council will evaluate and measure the effectiveness of all training attended by reporting back at Council meetings.
- 2.6 The Clerk and all staff will have access to a wide variety of information sources that can be relied on to aide understanding, specific knowledge and decision making.
- 2.7 The Parish Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- 2.8 The Parish Council is committed to the Clerk and other relevant employees being members of the Society of Local Council Clerks.
- 2.9 The Parish Council is committed to being members of the Oxfordshire Association of Parish and Town Councils and recognises the training opportunities it offers.

### **3 Training for Councillors**

- 3.1 All new Councillors will receive the latest version of NALC'S The Good Councillor's Guide and have access to copies of Standing Orders, Financial Regulations, Code of Conduct, all policies of the Council, budget information and a map of the Parish and other information deemed relevant.
- 3.2 All new Councillors will be asked to attend an induction session explaining the role of a Councillor run by OALC.
- 3.3 All new Councillors will be 'buddied' with an experienced councillor for up to 12 months to learn the role.
- 3.4 All Councillors will be included in circulation of documentation such as briefings and newsletters.
- 3.5 All Councillors should receive the finance training papers and if necessary, attend a training session with the RFO and / or attend a finance training at OALC.
- 3.6 All Councillors should have a good understanding of the annual budget and precept setting process by internal and / or external trainings.

### **4 Training for the Clerk**

- 4.1 If possible, there should be an Induction session explaining the role of the Clerk and a handover with the outgoing Clerk.
- 4.2 Provision of all policies and procedures and other information deemed relevant.
- 4.3 Attendance at 'Working with Your Council' or similar course run by OALC.
- 4.4 Gaining the Certificate in Local Council Administration (CILCA) within 24 months of appointment to maintain Local Council Award Scheme recognition.
- 4.5 Any other training relevant to the discharge of their duties, identified through annual appraisal.
- 4.6 Subscription to relevant publications and advice services
- 4.7 Provision of Local Council Administration by Charles Arnold Baker and other relevant publications

### **5 Training for Staff**

- 5.1 If possible, there should be an Induction session explaining the role and a handover with the outgoing member of staff, if applicable.
- 5.2 Provision of all policies and procedures and other information deemed relevant.

- 5.3 Training, as per necessary, on Local Council administration, health and safety and IT.
- 5.4 Any other training relevant to the discharge of their duties, identified through annual appraisal.
- 5.5 Subscription to relevant publications and advice services