Learning and Development Policy

1. Purpose and Scope

Eynsham Parish Council (EPC) are committed to developing and supporting its councillors and employees to enable them to fulfil their duties and responsibilities and to expand the collective capabilities and efficiencies of the council. A key element of this is to provide learning and development opportunities.

2. Councillors

All new councillors will receive an induction and induction pack from Officers and should attend basic councillors training within 12 months of taking office. Ideally this should be through Oxford Association of Local Councils (OALC), or as a minimum delivered by officers.

Councillors who take on specific roles or require specialist skills/knowledge (e.g. planning committee, or role of chair) should seek to attend training within 12 months of taking on the role. Similarly, some training will legally be required e.g. health and safety training or GDPR. Please discuss your personal requirement with the Clerk/Deputy Clerk.

3. Employees

Employees will be offered learning and development opportunities to enable them to carry out their duties and responsibilities efficiently and effectively or for their personal development. Opportunities may occur in a variety of ways throughout the year, however the council endeavours to capture these opportunities during the annual appraisal process. Other requests should be made to the Clerk/Deputy Clerk.

4. Learning and development delivery

Opportunities can take place in a variety of formats, times and locations:

- on-the-job/shadowing
- peer/colleague discussion
- internal sessions (face-to-face or online)
- seminar/workshop
- webinars or online content
- recognised qualifications
- OALC/external training session
- reading of publications, presentations
- conferences and events

5. Financial

All requests will be considered against the benefit to the council and the resources available.
All training must be approved and in line with the Council's budget. Payments for training should be made by the Clerk/Deputy Clerk/Responsible Finance Officer. Transports costs can be reimbursed on completion and approval of an expenses form of fuel receipts and journey details.

6. Evaluation and training records

The council welcomes feedback on all training that has been undertaken. This enables new information to be shared, recommendations to be made and for improvements to be suggested. Records of all training undertaken will be recorded and kept on file in line with the council's GDPR policies.

7. Learning and development programme and opportunities for Councillors.

This is a guide for recommended learning and development, other opportunities may arise, from time-to-time.
Any individual needs will be considered at the time of request/need.

Councillors	Topic	Delivered by
All councillors	Induction	Officers
	Good Councillors Guide	NALC
	Roles & Responsibilities/Councillor Fundamentals	OALC
	IT training	Officers/external provider
Members of Finance Committee	Finance for Councillors	OALC/Officers
	Good Councillors Guide Being a Good Employer	NALC
	Good Councillors Guide to Finance	NALC
	Managing Employee Performance	OALC
	Essentials of Employing People	OALC
Members of Planning Committee	Planning Training	OALC/Officers
Members of Open Spaces	TBC	TBC
Fix My Street volunteers	Fix My Street training and induction	OCC
Councillors & Volunteers as required	Health & Safety	Officers
	Toolbox Talks	Officers
	Risk Assessments	Officers
	GDPR	External online provider

8. **Learning and development programme and opportunities for Officers**
This is a guide for recommended learning and development. Other opportunities may arise throughout the year, or during appraisals of 1-2-1's. Each request will be considered by the Finance Committee or Full Council.

Officers	Topic	Delivered by
All Officers	Induction	Officers
	Health & Safety	Officers/online provider
	Risk Assessments	Officers/online provider
	Fire Safety	Officers/online provider
	IT training	Officers
	GDPR	External online provider
Grounds Maintenance	Task specific training	Officers/online provider
	Use of Kubota	Officers
	Hedge/brush cutter	External Provider
	Strimming	External Provider
	Spraying (PA1, PA6)	External Provider
	Working on roadside	External Provider
	Play Area Inspection Level 1 and 2	OALC/External Provider
Communications Officer	Social media	Officers/external provider
	Website	Web host
Responsible Finance Officer	Finance Software training	Software provider
	Finance for Local Councils	OALC
	Roles & responsibilities	OALC
	End of Year Audit	OALC
	Essentials of Employing People	OALC
	Decisions training	Officers/external provider
	iLCA, FiLCA, CilCA,	OALC/SLCC
Deputy Clerk	iLCA, CilCA,	OALC/SLCC
	Community Governance	SLCC/DMU
	Project Management	External provider
	Roles & responsibilities	OALC
	Decisions Training	Officers/External Provider
	Managing Employee Performance	OALC
	Finance for Local Councils	OALC
	Essentials of Employing People	OALC
	Play Area Inspection Level 1 and 2	OALC/External Provider
	Difficult Conversations	OALC/External Provider
	Website CRM	Officer/External Provider

	Use of Kubota	Officers

Officers	Topic	Delivered by
Clerk	iLCA, FiLCA, CilCA,	OALC/SLCC
	Community Governance	SLCC/DMU
	Project Management	External provider
	Roles & responsibilities	OALC
	Decisions Training	Officers/External Provider
	Managing Employee Performance	OALC
	End of Year Audit	OALC
	Finance for Local Councils	OALC
	Planning Training	OALC
	Difficult Conversations	OALC/External Provider
	Website CRM	Officer/External Provider
	Use of Kubota	Officers

9. Financial Considerations

Requests for learning and development should be made in the first instance to the Clerk. Requests and any costs will be reviewed and presented to the relevant committee in line with the council's Financial Regulations, approved budget and policies.