

# CUMNOR PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

### Issue 2

## Issue History

Issue No	Date of Adoption	Reference in Minute Book	Comments
1	07/11/16	355/16	1 <sup>st</sup> issue
2	05/11/18	394/iii	Amend 3 Training and Development Activity. Clerk c amend to 'Introduction to Local Council Administration (ILCA).

### 1 Introduction

Council is committed to ensuring its Councillors and Clerk are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable the Clerk and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

### 2 Policy Statement

Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors and Clerk are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

### 3 Training and Development Activity

Council consists of fifteen elected Councillors and employs one part-time Parish Clerk. Training and development will be regularly reviewed but will contain as a minimum requirement:

For Councillors:

- a. Attendance at induction sessions explaining the role of Councillors
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Access to relevant courses provided by bodies such as the Oxfordshire Association of Local Councils (OALC)
- d. Circulation of documentation such as briefings and newsletters/magazines

For the Clerk:

- a. Induction session explaining the role of the Clerk
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Attendance at a "Introduction to Local Council Administration (ILCA)" Course or similar
- d. Gaining the *Certificate in Local Council Administration (CiLCA)*
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by OALC
- g. Subscription to relevant publications and advice services.
- h. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- i. Annual feedback from the Staffing Committee to the Council in their performance.

### 4 Training needs identification

- a. Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- b. Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.
- c. Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisal.
- d. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

## **5 Resourcing Training**

- a. Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, Oxfordshire Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- b. Purchases of relevant resources such as publications will be considered on an ongoing basis.

## **6 Evaluation and review of training**

- a. All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process in section 4 above.
- b. Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- c. The Clerk will maintain a record of training attended by themselves and Councillors.

Reviewed October 2018