



# Stanford in the Vale Parish Council

## Training and Development Policy

### Introduction

Stanford in the Vale Parish Council is committed to providing its Councillors, employees and volunteers with the training needed to perform their duties effectively and remain current with all relevant legislation. The Council acknowledges that its most valuable resources are its people and is committed to supporting the growth of their knowledge and skills through targeted training and development opportunities. A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

### Policy Statement

The Clerk is responsible for either procuring or, occasionally providing, the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and residents. There is a standing agenda item at the Parish Council meeting to discuss and approve training requests.

### Membership of OALC and SLCC

The Council will retain membership of the Oxfordshire Association of Local Councils and SLCC to ensure that all training opportunities are accessible.

### Training and Development Activity

All Councillors will be:

- issued with a link to the Parish Council shared drive which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant
- given an electronic copy of the *Good Councillor Guide* and the *Good Councillor Guide on Finance and Transparency* (hard copies are also available)
- given an electronic copy of the NALC *Practitioners Guide*
- emailed all updates and newsletters which the Clerk receives and deems relevant
- encouraged to attend the OALC Roles and Responsibilities training course
- circulated any other training course details which may support their ability to meet the council's plans and objectives

The Chair and Vice Chair are also encouraged to attend the OALC Leading Your Council course upon their election and acceptance to office.

The Clerk / RFO will be:

- provided with a contract of employment setting out clear objectives, expectations and a job description
- receive an employment and salary review annually from the Council
- encouraged to attend all relevant OALC and SLCC clerks' training courses including the Roles and Responsibilities Course
- encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2)
- encouraged to gain FILCA (Financial Introduction to Local Council Administration) (Level 2)
- encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3)
- undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments
- encouraged to attend relevant OALC and SLCC branch meetings such as Clerk's forums and briefings
- able to subscribe to relevant publications and advice services including the SLCC and NALC
- provided with all relevant publications such as the *Arnold Baker on Local Council Administration* reference book and the *SLCC Clerks Manual*
- given regular feedback from the Personnel Committee on their performance

Other employees:

- Other employees will receive relevant training and instruction to perform their job. This includes Health and Safety training.

Volunteers will:

- receive training and instruction relevant to the roles they perform. This will include Health and Safety training and may be provided by volunteer leaders, councillors or the Clerk.

## Training Needs Identification

- Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.
- Training needs for other employees will be identified by the Clerk.
- Training needs for volunteers will be identified by the Clerk and by councillors organising volunteer groups.
- The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

## Training and Development Budget

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement in the Parish Council's operations that could be enhanced through training.

Budgets will be put in place annually to cover training courses, annual subscriptions and the purchase of relevant publications.

## Evaluation and Review of Training

The Clerk will maintain an updated training record for all Councillors, employees and volunteers. Following any training, the attendee will report back to the Council on its relevance and effectiveness. Any training

materials will be stored in a training folder on the Parish Council shared drive and accessible to all councillors.

Policy Version 1

Approved at Parish Council meeting: 4<sup>th</sup> December 2024

Minute reference 19/12/24

Effective from: December 2024

Date for next review: December 2026 or sooner should legislation dictate