



# TRAINING AND DEVELOPMENT POLICY

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## **Introduction**

Owslebury and Morestead Parish Council are committed to ensuring our councillors, staff and volunteers are trained to the highest standard of representation and services for the residents of the Parish and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff, councillors and volunteers to attend training and conferences relevant to their office.

This policy sets out:

- the council's commitment to training and development
- the identification of training and development needs
- financial assistance
- Study Leave
- the monitoring of the policy

## **Commitment to Training and Development**

Owslebury and Morestead parish Council's intention is to:

- support and encourage councillors, staff and volunteers to undertake appropriate training and development
- regularly review the needs of councillors, staff and volunteers
- plan training and development opportunities and budget accordingly

Owslebury and Morestead Parish Council recognises that some of its most important resources are its Clerk, Councillors and volunteers therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of any relevant professional bodies. Therefore, the Parish Council will maintain its subscription to HALC and SLCC each year, identifying relevant training courses that could be of use to its councillors. The parish clerk and volunteers.

## **The Identification of Training and Development Needs**

The clerk will identify training and development for both the clerk themselves as well as Councillors and volunteers.

The clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. This will involve the identification of skills gaps in roles that have been allocated to individual councillors and courses identified to enable this gap to be filled.

If Councillors wish to be nominated for training and development provision, they should discuss this in the first instance with the Clerk upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

The Council will approve training and development opportunities for Councillors, the Clerk and volunteers.



Appropriate training and development may be necessary to ensure that both the clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

## **Councillors**

As soon as practicable after joining the Council, a parish councillor is required to attend the knowledge and core skills and planning training provided by HALC.

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

Declaration of Office  
Consent to receive summons via email  
Disclosure of Interests Form – to be completed within 28 days of taking office  
Risk Assessment of Owslebury and Morestead Parish Council  
Guide for New Councillors  
Good Councillor Guide  
The Good Employer Guide  
The Good Councillors Guide on Finance and Transparency  
Openness and transparency on personal interests  
Contact details for Councillors and the Clerk  
Code of Conduct  
Standing Orders/Financial Regulations  
Meetings calendar  
Current Budget  
Any other relevant and current information.

Councillors who chair meetings of the Full Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

All Councillors involved in financial matters (e.g. as bank signatories) should attend 'Local Finance for Councillors' run by HALC.

## **Clerk**

The council will encourage the Clerk to:

- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and
- Participate in local clerks' forums and event

They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include minute-taking, finance, planning, and health and safety.

As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff have access to the HALC and SLCC calendar of training and can arrange to attend events. Relevant additional training may be requested at any time.



Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

## **Volunteers**

The council will provide the necessary training for volunteers for specific roles such as Path Wardens.

The council will provide information leaflets for volunteers.

## **Financial Assistance**

All training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors, staff and volunteers will be required to attend the nearest venue offering the required provision.

In addition to the cost of training courses, Owslebury and Morestead Parish Council covers associated travel and parking costs for agreed attendance at training.

Councillors, staff and volunteers attending courses will be required to inform immediately the Clerk of any absence, giving reasons.

If the Clerk studies for the CiLCA qualification, they can expect the following to be paid for:

- the course fees

Should the clerk leave Owslebury and Morestead Parish Council employment within two years of completion of the CiLCA qualification they will be required to repay the following costs:

- Re-pay 75% of the training fee if they leave the Council during the training or within 1 year of obtaining the qualification or completing the training.
- Re-pay 50% of the training fee if they leave the Council within 2 years of obtaining the qualification or completing the training.

## **Study Leave**

Staff will be allowed reasonable time off work to attend related training courses. Course assigned homework will be carried out of working hours.

## **Monitoring of the Policy**

The parish clerk will be responsible for monitoring and management of the budget for this policy. The clerk and any Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event for future reference. Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

# OWSLEBURY & MORESTEAD PARISH COUNCIL



All staff, councillor and volunteer training will be recorded by the clerk for monitoring purposes.

This policy will be reviewed annually.