

The logo for Osbaston Parish Council features the name 'Osbaston Parish Council' in a serif font, centered within a green oval. The oval is surrounded by a decorative pattern of small green dots.

Osbaston Parish Council

TRAINING AND DEVELOPMENT POLICY

1. Introduction

- 1.1 Osbaston Parish Council is committed to the ongoing training and development of all Councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.
- 1.2 Osbaston Parish Council recognises that its most important resource is its Councillors and staff and is committed to enhancing their knowledge and qualifications as well as ensuring compliance with all legal and statutory requirements through training and development.

2. Identification of Training

Councillors

- 2.1 All Councillors will be offered the opportunity to attend relevant training courses where a need is established. This will be addressed through agenda items and ascertaining from Councillors which courses would be appropriate for them to attend.
- 2.2 Training requirements for Councillors will usually be identified by themselves, the Chairman or the Clerk. Any opportunity to attend courses will be brought to the attention of the full council.
- 2.3 Training will be particularly relevant for new councillors whenever they are elected or co-opted onto the Council.
- 2.4 If the whole Council identifies a need for training on a particular subject, the clerk will seek out an appropriate mechanism for delivering this.

Staff

- 2.5 Staff who wish to be nominated for a training course should discuss this in the first instance during talks with the HR committee where it will be determined whether the training is relevant to the Council's needs and service delivery.
- 2.6 Additionally, through annual staff appraisals, any weaknesses in staff training will be highlighted and thereafter addressed.
- 2.7 The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required, such as legal responsibilities or corporate standards e.g. health and safety, risk management, data protection and equal opportunities.

3. Financial Allocation to Training Needs

- 3.1 To support training and development, a realistic financial allocation will be made in the annual budget each year to enable staff and Councillors to attend training and conferences deemed relevant and necessary to the delivery of their roles.

- 3.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to SLCC and Leicestershire and Rutland Association of Local Councils to enable the Clerk and Councillors to take advantage of training courses and conferences at a reduced cost.
- 3.3 The Council will consider the purchases of relevant resources such as publications will be considered on an ongoing basis. This includes recent editions of Local Council Administration by Charles Arnold Baker which will remain the property of the Council.
- 3.4 For approved courses, attendees can expect the following to be sponsored:
- The course fee
 - Examination fees (where applicable)
 - Associated membership fees
- 3.5 Where attendance is required at a short course, a full day of paid leave will be granted.
- 3.6 Councillors and staff attending assisted courses are required to inform the Clerk or Councillors immediately of any absences, giving reasons.
- 3.7 Any employee undertaking qualifications funded by the Council must be aware that should they leave Osbaston Parish Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.

4. Training Opportunities

Clerk/Responsible Finance Officer Training:

- 4.1 The role of Clerk and Responsible Finance Officer is crucial to the council acting lawfully and meeting its objectives successfully. Therefore, it is essential that the Clerk/Responsible Finance Officer is fully trained and competent to be able to carry out the duties required of them.
- 4.2 Training and development for the Clerk and Responsible Finance Officer will be regularly reviewed but will contain as a minimum:

Training Needs	Frequency
<p>The Clerk/RFO to receive a proper induction programme, both formal and informal prior to commencing their duties, including an information pack provided by the chair containing the following documents;</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Access to all adopted Parish Council policies • Minutes of the latest Parish Council Meeting • Council member names and contacts • Meetings Timetable 	Upon joining the Council
Any training relevant to the proficient discharge of their duties such as IT, Health and Safety, Data Protection, legal powers, finance and understanding the planning system identified through regular appraisals and training needs assessments.	Ongoing

The Clerk/RFO will be, or work towards becoming, a qualified Council Clerk with a Certificate in Local Council Administration (CiLCA), as a minimum, and the council will provide appropriate training and support to enable this to be achieved.	ASAP upon joining the Council
Audit and financial management training	Upon joining the Council
Health and Safety competent person training to ensure that the employee can write and review risk assessments	Upon joining the Council
Continuing professional development to meet the changing needs of the Parish Council sector, as supported by SLCC and NALC	As Required
Training on any new, relevant legislation or government guidelines	Ongoing

Councillor Training

- 4.3 It is essential that all Councillors are afforded appropriate training on the role and remit not only of parish councillors but also on the role and responsibilities of the other tiers of local government and public bodies providing services on behalf of local residents.
- 4.4 Training and development for Councillors will be regularly reviewed but will contain as a minimum:

Training Needs	Frequency
On induction all new councillors will receive an information pack provided by the clerk containing the following documents to allow councillors to undertake their duties upon election; <ul style="list-style-type: none"> • The Good Councillors Guide • Standing Orders • Financial Regulations • Code of Conduct • Minutes of the latest Parish Council Meeting • List of Parish Council Powers and Duties • Council member names and contacts • Meetings Timetable • Adopted Training and Development Policy 	Upon joining the Council
All new councillors will be offered and encouraged to attend the Introduction to New Councillors training course provided by Leicestershire and Rutland Association of Local Councils	Upon joining the Council
Councillors given the opportunity for training on topics such as the local planning system, data protection, risk assessments and freedom of information provided by LRALC	As Required
Training on any new, relevant legislation or government guidelines	Ongoing

5 Evaluation and review of training

- 5.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness.

- 5.2 As part of Osbaston Parish Council's commitment to training and development, staff and Councillors are asked to provide feedback on the value and effectiveness of the training they undertake as well as giving an overview of key aspects of the training, to widen its impact across the Council. This can either be verbally or hardcopy.

Adopted by Osbaston Parish Council

Minute Reference XXX

May 2021