



OLIVER'S BATTERY PARISH COUNCIL

Training and Development Policy

Purpose and scope

Oliver's Battery Parish Council is committed to training and development and the purpose of this policy is to set out the Council's position on the provision of training and development opportunities for the clerk, councillors and volunteers. The clerk, councillor and volunteer development will help the Council achieve its objectives and an amount is included in the annual budget every year for this purpose, because the Council believes that councils with appropriately trained employees, members and volunteers will be better equipped to provide services to the community.

Volunteers have been included in this policy because the Council recognises the value of volunteering and that the commitment of time and energy for the benefit of the community deserves to be rewarded by an investment into the development of volunteers' skills.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Appraisals (which will be carried out annually)
- Legislative changes
- New services being delivered by the Council
- Action Plan objectives
- Informal discussions
- Accidents
- Professional negligence/mistakes
- Council resolutions
- Complaints to the Council

In addition, the council will seek to provide a wide variety of learning and training methods, including:

- Attendance at seminars and short courses (including those held online)
- In-house learning resources (books, journals, DVDs etc)

- Work shadowing for example of a clerk/RFO in a different parish
- Skills auditing of the clerk, councillors and volunteers, so the Council can benefit from a diverse range of experience
- Sharing training events with other councils.

The Clerk, Councillors and Volunteers

- The current or any new clerk is to hold CiLCA or to be prepared to work towards it
- The clerk is encouraged to be proactive in identifying their own training and development needs linked to achieving the objectives of the Council, which are outlined in each year's Action Plan, usually drawn up at budget-setting
- Newly elected councillors are encouraged to attend basic councillor training, for example courses offered by HALC.
- Councillors and volunteers who wish to refresh their skills/knowledge can request to attend authorised courses at any time
- Any courses attended are to be followed by a short report to Council.

Date of Council Approval:

Review: January 2024