



Odiham
Parish Council

**TRAINING AND DEVELOPMENT
POLICY
June 2019**

Adopted on 11 June 2019

1. INTRODUCTION

1.1 Odiham Parish Council values training and development for staff and councillors. The Council will ensure that staff and councillors are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with the management skills to plan those services and they will be kept informed of all new legislation.

1.2 The intention of this policy is to provide a framework for identifying training needs for staff and councillors.

1.3 Odiham Parish Council recognises its duty to provide equal access for all councillors and staff to training and development in accordance with equal opportunities legislation.

2. COMMITMENT

2.1 Odiham Parish Council is committed to developing its staff and councillors in order to assist the Council in achieving its aims and priorities.

2.2 The Council will ensure that everyone has the opportunity to access training to meet the particular demands of their job or role.

2.3 The Council will provide resources to enable staff and councillors to access relevant training, support and sources of information.

3. STAFF TRAINING

3.1 New members of staff will receive on-the-job training as an induction. 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, cemetery management and health and safety.

3.2 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. The Admin Officer and Administrator have access to the HALC calendar of training and can arrange to attend events by informing the Executive Officer (EO) of their interest. Relevant additional training may be requested at any time.

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

3.4 The EO is CiLCA qualified and Odiham Parish Council would expect anyone recruited to this position to hold this qualification.

3.5 The EO is responsible for identifying her training needs. She may also attend the quarterly HALC 'officers' update' sessions and net-working events for council clerks.

3.6 Training needs will be considered during all staff appraisals, when a gap in skills is identified or when the Council starts to provide new services.

4. COUNCILLOR TRAINING

4.1 New councillors receive an induction pack which includes:

- Declaration of office - to be signed prior to taking part in council business
- Consent to receive summons via email
- Email, Internet and Computer System Use Policy acceptance slip
- Disclosable pecuniary interest form - to be completed within 28 days of taking office
- Openness and transparency on personal interests guide
- Training and events calendar from HALC for 2019
- Risk assessment for OPC
- Budget for 2019-20
- EO's December 2018 internal newsletter
- Agenda item request form
- A quick guide to planning meetings
- The Good Cllrs Guide to Finance and Transparency
- Being a Good Employer
- The Good Councillors guide

The Council's policies and procedures including the following:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Year-end accounts for previous years
- OPC approved policies and procedures
- Committee terms of reference
- NH Plan

can be found on the Council's website <http://www.odiham.org.uk/>

New councillors are also invited to meet with the EO to receive an overview of the Council.

4.2 All new councillors are encouraged to attend HALC's 'The Knowledge' and 'Core Skills' course which give an introduction to the essentials a councillor should know. These two sessions may be delivered in-house by arrangement with HALC.

4.3 Councillors who chair meetings, either of the full Council or of a committee of the Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

4.4 All councillors who are members of the Planning Committee are encouraged to attend HALC's sessions to support their knowledge of planning matters. The sessions available currently are 'Basic Planning for Local Councils' and 'The Planning Framework'.

4.5 All councillors who are members of the Staffing Committee must attend HALC's 'The Council as an Employer' course at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.

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

4.7 Other training will be identified for councillors as needed. Councillors are required to actively participate in identifying their training and development needs.

5. RESOURCES

5.1 The Council provides an annual budget for training and development. The Planning Committee and the Amenity Committee each have an additional budget for training.

5.2 The training budget takes into account the following factors:

- the identified training and development needs of staff and councillors (eg for an election year it would be anticipated that an increase in the budget would be required to accommodate training for new councillors)
- training and development needs which are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

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

5.4 The Council pays the subscription to relevant publications and to advice services such as HALC, the National Association of Local Councils (NALC) and the SLCC.

5.6 'Local Council Administration' by Charles Arnold Baker and other relevant publications are provided for reference and remain the property of the Council. Magazines including SLCC's 'The Clerk', NALC's 'LCR' and 'Clerks and Councils Direct' are examples.

6. CONCLUSION

6.1 The EO maintains a record of training undertaken by councillors and staff.

6.2 Training undertaken will be evaluated to gauge its relevance, content and appropriateness.

6.3 Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

7. DATE OF REVIEW

This policy will be reviewed annually.