

Shrivenham Parish Council

Training and Development Policy

Adopted by Full Council on: 7th October 2026 **Minute reference:** EX10/26.20.4

Review date: May 2027

1) Purpose.

- a) Shrivenham Parish Council ('the Council') is committed to provide appropriate and effective training for members and staff. The Council believes that proper training enables all individuals involved with the council to understand:
 - the need to comply with mandatory requirements, especially with regard to financial propriety
 - the needs of the community
 - the deliver of services
 - the ability to engage in partnerships more effectively.
- b) The Council values the time and commitment given by members to their community. This policy is aimed at maximising the rewards from that time by ensuring that elected members understand and enjoy the role they undertake in their community and are able to discharge that role effectively.
- c) Staff and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active council structure.
- d) Councillors and staff should be aware of current issues facing the local government sector and the local community.
- e) Training includes but is not restricted to:
 - attendance at formal courses and conferences;
 - informal networking;
 - being mentored and mentoring;
 - online courses; and
 - reading and private study.

2) General.

- a) The Council will set aside an adequate training budget each year to meet training needs for staff and councillors.
- b) The Council is a member of the Oxfordshire Association of Local Councils (OALC). All employees and members are encouraged to attend its training programme.
- c) It is recommended that all officers and staff have individual accounts with the OALC. The Clerk will distribute the monthly newsletter produced by the OALC.
- d) Anyone attending training is encouraged report back to the council to share insights, and assess the value and appropriateness of the training.
- e) Training materials and feedback should be shared (unless restricted) to ensure all involved with the council are made fully aware of issues and updates relating to law and administration.

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- f) The council will minute matters which should be pursued by the Council as a result of training attended. Where appropriate, best practice procedures should be implemented or updated.
- g) This policy should be considered supplementary to any other Council policies which may require training to implement.

3) Staff training.

- a) The Clerk is fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties.
- b) The Clerk will receive an annual staff appraisal and this will be an opportunity to discuss any training needs. In addition, the Clerk is encouraged to raise at any time the need for further training in any of the areas of work they are required to carry out.
- c) The Council may request that staff undertake further training where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.
- d) Support will be given to all employees undertaking training agreed to be relevant to the Council's activities.

4) Qualifications and professional associations.

- a) The Council will pay the clerks' subscriptions to the Society of Local Council Clerks (SLCC).
- b) SLCC and National Association of Local Councils ('NALC') recommend that all clerks are qualified to a minimum level of the Certificate in Local Council Administration ('CiLCA'). If the Clerk to Council does not hold CiLCA at the time of appointment, they will be supported to achieve the qualification. Registration and associated training costs will be paid for by the Council.
- c) The Council will give permission to the clerk to use council documents as evidence for the CiLCA portfolio.
- d) A clerk who has CiLCA should undertake Continuous Professional Development (CPD). Appropriate CPD can be identified during discussion of the clerk's annual appraisal. Details of CPD allocation points are available via the SLCC.
- e) The Clerk will keep a record of all CPD points obtained.
- f) The Clerk is encouraged to attend association branch meetings, conferences and to contribute to online communities with other professionals.
- g) Attendance at training sessions, local networking meetings and conferences will form part of the Clerk's working hours. Attendance at such meetings forms part of CPD. Informal networking also takes place through national and local e-forums.
- h) The Council will consider contributing to the cost of attending regional or national conferences.

5) Councillor Training.

- a) The Council will encourage all members to attend training that improve the corporate activities of the Council, and its administrative procedures.
- b) Formal training for councillors is provided by the OALC and other providers. The Clerk is expected to keep councillors briefed on current issues and may deliver training sessions to councillors.
- c) Councillors will be encouraged to undertake specialist courses as need arises, and to assist specific responsibilities that are allocated.
- d) If additional, specialist training is required on any matter, the Clerk will source the appropriate qualified person to delivery that training in-house to members.

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- e) The Clerk will maintain a record of all training attended by members.
- f) As a minimum, all councillors should have adequate knowledge of:
 - roles and responsibilities of individual members, the chair, clerk and other staff;
 - the council as a corporate body;
 - the law applicable to local councils;
 - financial rules and other procedures of parish councils;
 - the planning system and local councils' role in the planning system;
 - community engagement.
- g) New councillors will be guided in their role through the use of a Councillor Induction Pack which will provide an overview of information about the Council's procedures, roles and responsibilities and its corporate activities.
- h) Training costs for courses will be paid by the Council.

6) Volunteer Training.

- a) The Council will encourage all volunteers to attend training relevant to volunteer activities.
- b) All council's volunteer policies will reflect the requirement for volunteer training and updating on key elements of procedure and policy.

7) Review.

- a) This policy should be reviewed on a biennial basis or in response to changes in relevant legislation, training procedures or criteria for accreditation.

Adopted by resolution of the Full Council:

Chairman: _____ Date: _____

Clerk: _____ Date: _____