

## **Little Milton Parish Council - Training Policy**

### **Introduction**

The Parish Council wishes to ensure that its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated in the council's budget each year to enable staff and councillors to attend training, forums, briefings and conferences relevant to their office.

### **Identification of Training Needs**

Little Milton has 2 part-time employed staff posts – Parish Clerk and Editor the the Newsletter. These are very different roles although they may be carried out by the same person. Training needs will cover many different areas and impose training responsibilities on the council in managing the health, safety and welfare of its staff.

The Parish Council will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training needs and opportunities will be identified by the Clerk and the cost and training provider investigated.

Training requirements for councillors may be identified either by the councillors themselves or by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

### **Training and Development**

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Oxfordshire Association of Local Councils (OALC) to enable staff and councillors to take advantage of their excellent training courses and conferences.

The Clerk will be expected to attend all relevant training days whenever possible and, budget permitting, and other members of staff and councillors will be expected to attend training days which are relevant to their office.

The Clerk will be expected to be proactive and seek networking opportunities with other clerks in the region. It is deemed that this activity will be of great benefit in developing the Clerk's wider network and support.

New councillors will have an induction meeting with the Chairman and Clerk and will be provided with an information pack containing documents relevant to their role. New Councillors will be expected to attend a New Councillor Training Event.

Attendance at SODC's Town and Parish Forums provides a useful networking and training opportunity and is encouraged by the Council.

### **Training Evaluation**

All training undertaken will be evaluated to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

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