

# **OARE PARISH COUNCIL**

## **TRAINING POLICY**

Adopted: March 2022

Reviewed: May 2025

### Introduction

Oare Parish Council is committed to ensuring councillors and staff are trained to the highest standards and kept up to date with new legislation, enabling them to maintain a high level of performance and aiding the council to meet its aims and objectives. The development of skills and abilities of councillors and staff ensures the delivery of high-quality services, efficient management and compliance with relevant legislation. In addition, it demonstrates Oare Parish Council's commitment to invest in people and ongoing development.

### Training needs

Training needs for both councillors and staff will be identified on a case-by-case basis, but could include:

- Induction training
- Finance training
- Planning training
- Chairmanship training
- Copies of relevant literature, such as Local Council Administration (Charles Arnold-Baker)

All new councillors will be expected to attend the Dynamic Councillor foundation course run by the Kent Association of Local Councils (KALC). New clerks will receive a handover and if inexperienced, will be expected to attend the Clerk in Action foundation course run by KALC. They will also be encouraged to work towards the Certificate in Local Council Administration (CiLCA).

Specialist training may be undertaken where it relates to the council's objectives or new legislation.

Councillors and staff are encouraged to identify their own training needs and potential sources of training, but all training is subject to approval by the council. Staff training needs can also be identified as part of the annual appraisal.

### Training provision and resourcing

Training can be delivered in various ways and by various providers, including:

- Kent Association of Local Councils
- Swale Borough Council
- Kent County Council
- Society of Local Council Clerks
- National publications, such as NALC Legal Topic Notes

Funds will be allocated to a training budget each year and subject to approval by the council, provision may be booked providing it does not exceed this amount. Expenditure under this heading will be reported to the council quarterly.

Purchase of memberships and resources such as publications will be considered on a case-by-case basis.

All councillors and staff attending training may claim travel expenses, which will be reimbursed from a separate budget heading.

Staff will be expected to attend training as part of their normal paid hours; overtime or study time will only be paid in exceptional circumstances.

### Evaluation

The clerk will maintain a record of training undertaken by councillors and staff.

Councillors and staff undertaking training will provide a subsequent report to the council, and ensure relevant material is shared. They will also evaluate the training for relevance and effectiveness.

The impact of training will also be measured through the council's service delivery, including:

- Effective and well-chaired meetings
- Professional and pertinent responses to planning applications
- Legally compliant and regularly reviewed policies
- Well managed finances
- Well managed projects
- Well informed councillors and staff
- Professional conduct of councillors and staff

This policy will be reviewed annually.