

## **Training and Development Policy**

Adderbury Parish Council is committed to developing and supporting its Councillors and Employees to enable them to fulfil their duties and responsibilities.

**Councillors** – All new Councillors will receive an induction pack from the Clerk. Within the first 12 months of becoming a Councillor, they should attend basic Councillor training, including Roles and Responsibilities, Employment Responsibilities and Declarations of Interest usually (but not exclusively) organised by Oxfordshire Association of Local Councils.

Councillors who take on specific roles, such as Chairman or require specialist skills/knowledge, should attend appropriate training, usually (but not exclusively) organised by Oxfordshire Association of Local Councils, within 12 months of taking on the role.

Requests to attend training courses should be made through the Clerk and Responsible Financial Officer.

**Employees** – The Clerk and Responsible Financial Officer will be offered training to enable them to carry out their duties and responsibilities efficiently and effectively or for their personal development.

Training will also be discussed during the annual appraisal process.

Requests to attend training should be made to the Chairman or the Staffing Committee.

**Training Delivery** – Training can take place in a variety of formats:

- OLAC/ external training
- On-the-job/shadowing
- Peer/colleague discussion
- Webinars
- Recognised qualifications (iLCA, CiLCA)
- Seminars/workshops

**Financial** – A Training and Development budget will be approved annually as part of the Parish Council's budget setting process.

All requests will be considered against the benefit to the Parish Council and the resources available. Payments for training courses will be made by the Clerk and Responsible Financial Officer at the earliest opportunity, as will the reimbursement of travel costs at 45p per mile.

**Evaluation and Training Records** – The Parish Council would like feedback on all training which has been undertaken. This enables new information to be shared, recommendations to be made and for improvements to be suggested.

Records of all training undertaken will be recorded and kept on file in accordance with the Parish Council's GDPR policies.

Adopted 23 February 2021