

TRAINING AND DEVELOPMENT POLICY adopted 11/03/2026

Ewelme Parish Council is committed to providing a level of training for all its members and staff. This will meet the needs of the council and therefore the parish that it serves.

Aims of the Policy

To provide training, learning and development opportunities that:

1. enable the council to meet its objectives.
2. allow employees to develop their potential in line with the council's objectives.
3. are good quality.
4. give equal access to all.

Clerk/RFO Training

1. To complete induction training as and when required.
2. To undertake a staff performance and development review annually.
3. To be encouraged to undertake the following:-
 - Introduction to Local Council Administration.
 - Certificate in Local Council Administration.
4. To read the following monthly publications:-
 - SLCC
 - The Clerk
 - NALC
5. To attend on-going training courses relevant to their position.

The Council

1. To allocate a training budget to cover the provision of training activities and training publications.
2. To have an annual subscription to NALC, OALC, SLCC and any other relevant associations.

Councillor Training

1. To be provided with a new members induction pack following council elections.
2. To attend a Roles and Responsibilities course for new councillors.
3. To attend training events as appropriate to their needs and responsibilities.
4. To read the following publications:-
 - To read and retain a copy of 'The Good Councillors Guide.'
 - Any other publication relevant to their role, for example 'Governance and Accountability' for finance councillors.

Chairman Training

1. In addition to the councillor training:-
 - To attend a chairman skills course.