

# **Oxenhope Village Council**

## **Training & Professional Development Policy**

### **Introduction**

Oxenhope Village Council is committed to ensuring staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

As a responsible employer, the council recognises it has responsibilities to employees and is committed to ensuring that training and professional development needs are assessed and met. The council also acknowledges additional training responsibilities falling to the council in terms of managing the health, safety and welfare of its staff.

### **Identifying Training Needs**

The Chair shall be responsible for assessing the training and development needs of staff, both as a part of the annual appraisal process in February each year and also routinely during the course of the year. A record will be kept of training and professional development which shall be updated at least annually and published on the Village Council website.

Training requirements for Councillors will usually be identified by the Chair, individual Councillors or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Village Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Association of Local Council Clerks (ALCC) as well as to the Yorkshire Local Councils Associations (YLCA) to ensure the Clerk and Councillors are able to access relevant training.

### **Staff Training**

The Clerk will be expected to attend all relevant training courses whenever possible.

The Clerk will be expected to undertake the Introduction to Local Council Administration (ILCA) online course within 3 months of employment. The Clerk will also be encouraged to consider undertaking the Certificate in Local Council Administration (CiLCA).

Where necessary and appropriate and with prior approval, staff will be paid overtime for attendance at training events and for periods of study. Staff and Councillors will also be eligible to submit expense claims covering incidental costs incurred when attending training courses e.g. parking charges, mileage payments and subsistence, if appropriate.

### **Councillor Training**

New Councillors will be expected to attend a new Councillor training course provided by the YLCA and other induction meetings arranged by the Clerk or the Chair.

Councillors will be expected to attend training courses and to participate in other professional development opportunities arranged during the course of their term of office.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

Councillors will be encouraged to attend training provided by its partner authorities including YLCA and Bradford MDC and attend other relevant conferences and meetings whenever possible.

### **Monitoring**

All attendees will provide feedback on courses and conferences attended to assist the Village Council assess cost, relevance, content and effectiveness. All training presentation materials will be retained and used for in-house training and information sharing.

### **Staff Induction Training**

All new staff will have an induction meeting with the Chair to provide them with sufficient information to enable them to undertake their duties and to provide essential health and safety information.

An induction checklist is set out below which ensures that all relevant information is imparted to new staff. The induction checklist will form the basis of the Village Council's induction training, which should be completed within the first week of any employment.

## Induction Checklist

The new employee should tick each subject as s/he has been informed about it, and sign the form.

<b>The Council</b>	
1. Council's function	
2. Introduction to Councillors	
3. New entrant's own role	
4. Supervision	
5. General layout - entrances and exits, facilities	
6. Contact Information and communication arrangements	
7. Information sources, e.g. notice boards, website etc.	
<b>Conditions</b>	
8. Information on hours of work	
9. Time recording arrangements	
10. Pay and Allowances	
11. Probationary periods	
12. Pension scheme and eligibility	
13. Reporting absence	
14. Arrangements for requesting leave	
15. Staff appraisal	
<b>Health &amp; Safety, Security and Fire</b>	
16. Health and safety information relevant to the role	
17. Fire instructions and procedure	
18. Location of fire-fighting equipment	
19. Accident reporting and Incident procedures	
20. First aid facilities	
21. Security of building, arrangement for keys	
22. Management of monies/valuables	
23. Issue of protective clothing	
<b>Conduct</b>	
24. Personal presentation	
25. Grievance and Disciplinary procedures	
26. Courtesy to the public	
27. Confidentiality	
28. Acceptance of gifts	
29. Statements to the Press	
30. Standards of Conduct	
31. Handling Complaints	

Name: \_\_\_\_\_

Job Title / Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_