



# Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

Telephone: Oundle (01832) 272055

E-Mail: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) • [www.oundle.gov.uk](http://www.oundle.gov.uk)

## Oundle Town Council - Training Strategy

Documented below is Oundle Town Council Strategy to ensuring the agreed Training Policy is implemented. This Statement of Intent will be regularly reviewed and updated to ensure it remains appropriate and beneficial to all members and staff.

### Training Solutions

Oundle Town Council will demonstrate a commitment to ongoing training and development through the use of blended training solutions to suit the needs of Councillors and staff. These solutions will include:

- In-house training events delivered by the Clerk, Councillors or external support;
- External courses offered by the Northamptonshire County Association of Local Councils, Society of Local Council Clerks, County and District Councils and other external bodies;
- E-learning solutions and training DVDs with access being made available in the Council offices;
- Conferences and seminars
- Information sharing meetings with other town councils, local authorities, partners and stakeholders
- Reading material through subscriptions to the Local Council Review publication and recommended books such as The Parish Councillors Guide by Paul Clayden.

### Training Requirements

Training requirements will be identified through an annual skills audit and training needs assessment of all Councillors and staff. This will enable the Council to analyse what the training needs are and to ensure that financial resources are targeted so that the appropriate training is provided as cost effectively as possible. The Clerk will document these needs and maintain an up to date records of all training and development taken place.

### Funding/resourcing

The annual training budget will be set each year and will include provision for:

- Membership to various bodies including the National Association of Councils, Society of Local Council Clerks and the Institute of Local Council Management ;
- Subscription to the Local Council Review magazine for 14 Councillors and the Clerk;
- Specific development highlighted through the skills audit and training needs assessment;
- An additional amount of £100.00 per Councillor and staff member for ad-hoc courses and travel expenses.

### Councillor Training

As soon as practicable after joining the Council, a councillor should attend an induction training session to familiarise him or herself with the general work of the town council and the council's procedures. In an election year this will be conducted as a group session before the first meeting of the Council is held. New members to Oundle Town Council are also offered a mentor to assist in the induction process.

In addition, the Clerk will provide an Oundle Town Council Handbook to all councillors which is regularly updated. The Handbook includes the following:

1. Standing Orders
2. Financial Regulations
3. Queen Victoria Hall Trust Documents & Governance
4. Councillor Contact Details, Working Party Memberships and Staffing Details
5. Budget for the Current Year & Insurance Schedule
6. Schedule of Meetings

7. Code of Conduct for Members
8. Training Policy, Training Strategy, Training Programmes and Skills Audit
9. Adopted Policies including Handling Complaints
10. Website and General Details

In order to keep up to date, councillors will be encouraged to undertake training and development. The Skills Audit will document the essential and desirable skills and knowledge for all Councillors against which training needs can be agreed.

Chairman of the Council's Committees and Working Parties should have attended relevant training on the subject area in the last four years i.e. Head of Planning should attend planning seminars. Progress with training and development will be regularly reviewed by the Operations Management Committee and recommendations for action and /or amendments to the policy, strategy and skills audit made to Full Council.

#### **Clerk Training**

Ongoing training and development of the Clerk is considered essential and in order to support this, the Council gives priority to activities supporting this. The Clerk will therefore try and attend:

- Clerks' Training Days. The Northamptonshire County Association of Local Councils and Society of Local Council Clerks arranges training days for clerks at different venues across the county. The Clerk will try to attend these training days and to implement good practice.
- Meetings of East Northamptonshire Town Clerks Senior Management Team. The Clerk should try to attend the Clerks' Quarterly Meetings held in Thrapston. These meetings allow a useful exchange of information and best practice methods amongst clerks and the Executive Team at East Northamptonshire District Council. Sometimes speakers on relevant topics are included.
- Clerks' Sessions. Meetings arranged for Clerks at which the technical side of current topics can be discussed.
- Planning Seminars. The Clerk will try to attend Planning Seminars.

#### **Staff Training**

Ongoing training and development of all staff is supported and encouraged. Through regular reviews, training needs will be assessed and relevant development arranged.

#### **Skills Audit**

The Skills Audit detailing the essential skills and knowledge required will be reviewed annually by the Personnel Working Party to ensure it is accurate and relevant.

Updated on 21 March 2013

Signed by (chair of meeting).....

