



**OTTERY ST MARY TOWN COUNCIL
TRAINING AND DEVELOPMENT POLICY**

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Approved	December 2013	2 nd December 2018
2	Christine McIntyre	Approved	March 2018	5 March 2018
3	Kerry Kennell	Approved	April 2026	11/05/2026 C/26/05/26.2

Introduction

Ottery St Mary Town Council is committed to ensuring that its clerk and councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation. The council recognises that the most important resource is its staff and councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

Policy statement

© Copyright 2026

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132.

The clerk is responsible for either procuring or, occasionally providing, the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Membership of county association and SLCC

The council will retain membership of the Devon Association of Local Councils (DALC) and SLCC in order that all training opportunities can be accessed.

Training and development activity

All councillors will be:

- issued with a link to which includes copies of the standing orders, financial regulations, code of conduct, policies of the council, and any other information which is deemed relevant
- given a link to access the online copies of the National Association of Local Councils (NALC) Good Councillor Guides
- emailed all updates and newsletters which the clerk receives and deems relevant
- encouraged to attend a DALC Roles and Responsibilities training course
- circulated any other training course details which may enhance their position

The chair and vice-chair are also encouraged to attend the DALC Chairmanship course upon their election and acceptance to office.

The clerk / responsible financial officer (RFO) will be:

- provided with a contract of employment setting out clear objectives and expectations
- receive an employment and salary review annually from the council
- encouraged to attend all relevant DALC and SLCC clerks' training courses including the Roles and Responsibilities Course
- encouraged to gain Introduction to Local Council Administration (ILCA) (Level 2)
- encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3)

- undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance, and planning which is identified through regular training needs assessments
- encouraged to attend relevant local meetings such as SLCC clerk's forums, briefings, and branch meetings
- able to subscribe to relevant publications and advice services including the SLCC and NALC;
- provided with all relevant publications such as the latest edition of the Local Council Administration reference book and the SLCC Clerks' Manual
- given regular feedback from the Mayor of the council on their performance
- entitled to paid study leave in order to work towards the qualifications

Training needs identification

Training requirements for councillors will usually be identified by themselves, the chair, and clerk. Opportunities to attend courses will be investigated by the clerk and brought to the attention of the full council.

Training needs for the clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions, annual staff appraisal, and changes in legislation.

The clerk is expected to keep up-to-date with developments in the sector and highlight to the council any training required.

Resourcing training

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the parish council could enhance through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions, and purchasing of relevant publications.

Evaluation and review of training

The clerk will maintain an updated training record for all councillors and the clerk.

Following attending any training the person who attended will report back to the council on the relevance and effectiveness of the training supplied.

© Copyright 2026

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132.