STAFF TRAINING AND DEVELOPMENT POLICY

Approval and Review
Adopted on 19 June 2023 by Full Council (Min No. 073/23)
Next Review June 2028 or before if the policy becomes unworkable or following changes to the law.

Version History		
Date	**Version**	**Changes**
22 February 2023	1.0	Draft created

This policy is based on a template commissioned by the National Association of Local Councils (NALC) in 2019.

TRAINING AND DEVELOPMENT POLICY

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PURPOSE AND SCOPE

This purpose of this policy is to set out the parish council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

IDENTIFYING, MEETING AND EVALUATING TRAINING AND DEVELOPMENT NEEDS

Training and development needs will be identified from a variety of sources:

- Interviews
- Induction and probationary periods
- Formal meetings e.g. One-to-ones
- Informal discussions
- Staff appraisals
- Workforce planning
- Team meetings
- Annual goals, plans and strategies
- Change processes e.g. changes to legislation or equipment

In addition, the parish council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching and focussed professional discussions
- Shared in-house learning resources (books, journals, DVDs etc.)
- In-house training and mentoring
- Work shadowing
- Time for self-directed research and learning

CONSIDERATION

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the parish council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

CATEGORISING TRAINING AND PERSONAL DEVELOPMENT

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the parish council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the parish council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

<u>Generic training</u>
- Health and Safety (Lone Worker, Fire Warden, Manual Handling, Display Screen equipment)
- First Aid at Work

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the parish council. Examples may include:

<u>Job specific</u>
- Certificate in Local Council Administration (CiLCA) (for the Clerk)
- Cemetery Management and Compliance
- Risk Assessment
- Play Inspections and RPII Assessment

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the parish council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

<u>Job specific</u>
- Clerking Essentials
- Certificate in Local Council Administration (CiLCA)
- Community Governance

MAKING A REQUEST FOR TRAINING

Employees who have identified training for personal development, may make a request to their line manager for consideration.

Employees must provide their line manager with a training completion certificate (if it is provided by the training company) for recording in their staff file.

PROFESSIONAL DEVELOPMENT SCHEMES

The Ivers Parish Council is a member of The Buckinghamshire Milton Keynes Association of Local Councils (BMKALC) and The Society of Local Council Clerks (SLCC) who provide a wide range of training.

GUIDANCE FOR SUPPORT

The parish council shall maintain a training budget sufficient to meet the reasonable needs of staff.

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to time off for taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the parish council.

Any financial support in excess of £750, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The parish council reserves the right to reclaim financial support where the employee;

- Leaves the parish council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

STUDY LEAVE

No study leave will be granted. However, the Clerk (or Chairman of the Parish Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the parish council can be met.

COUNCIL MEMBERS TRAINING

The Ivers Parish Council encourages Council Members to attend various training opportunities available usually held by the County Association or the Unitary Council.

Purpose

1. To ensure that all elected members are equipped with the basic skills, knowledge, and resources they need to perform their duties and responsibilities as a councillor during their term of office.

Principles

2. Member training and development will be based on the following principles:

I. An induction for new members and essential training for all members will be treated as compulsory.

II. Code of Conduct Training is available from the Unitary Council it is compulsory for Council Members to attend these training sessions when invited to attend.

Training available to Council Members

Most training for Council Members is provided Buckinghamshire Association of Local Councils who the Council subscribes to. Occasionally the National Association of Local Council will hold events and conferences where updates to law and latest legislation may be shared.

Bespoke Training

There are some organisations that can provide bespoke training examples of types of training is listed below:

    I.   Members training which will include roles and responsibilities of the Council, Chairman and Clerks

   II.   Visioning days to enable the Council to focus on where it wants to go and what it can achieve.

  III.   Code of Conduct training

  IV.   How Council finances work

   V.   Responsibilities of social media and other forms of communications

This is a non-contractual procedure which will be reviewed from time to time.