



# **BICKENHILL & MARSTON GREEN PARISH COUNCIL**

## **TRAINING AND DEVELOPMENT POLICY**

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## **1. Purpose and scope**

This purpose of this policy is to set out Bickenhill & Marston Green Parish Council's (the 'Council's) position on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term and all Councillors. The Council is committed to ensuring that Councillors and staff are trained to the highest standard and kept up to date with legislation. To support this, funds are allocated to a training budget each year to enable attendance at training and conferences relevant to the office. Prospective Councillors and staff will be made aware of this policy.

## **2. Policy Statement**

The Council intends to:

- support and encourage the training, development and knowledge of Councillors and staff to help achieve its objectives
- regularly review the training needs
- plan training and development opportunities and budget accordingly.

## **3. Training and Development for Staff**

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

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the Council will encourage staff to identify their own learning preferences 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
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

## **4. 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 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.

### **4.1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the 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 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:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection

#### **4.2. 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 Council. Examples may include:

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

#### **4.3. 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 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'. Examples include:

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

### **5. Guidance for support**

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

Any financial support in excess of £500.00, 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 Council reserves the right to reclaim financial support where the employee:

- Leaves the 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

### **6. Study leave**

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the Council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the Council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.

## **7. Training and development for Councillors**

The Council will provide:

- Access to an induction session to explain the role of the Council, Councillors and the Clerk
- Copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information deemed relevant
- Access to relevant courses provided by bodies such as the Warwickshire Association of Local Councils (WALC) and National Association of Councils (NALC)
- Expenses for attending briefings, consultations and other general meetings for Councillors in the local area
- Briefings, newsletters and magazines

Councillors are encouraged to attend training to help them in the performance of their role and develop their knowledge.

Councillors will usually identify their own training requirements, however opportunities may be investigated by the Clerk and brought to the attention of the Full Council.

## **8. Budget**

An allocation will be made in the budget each year for training and development based on a review of training and development needs.

Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

## **9. Evaluation of training and development**

Training will be reviewed in light of any of the following:

- Changes to legislation or any quality systems relevant to the Council or its services
- The introduction of new qualifications
- The purchase of new equipment
- Issues arising from any complaints received
- Incidents which highlight training needs; or
- Requests from Councillors and staff.

The Clerk will maintain a record of training attended by Councillors and staff.

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