

Torworth Parish Council

TRAINING AND DEVELOPMENT POLICY

Purpose and scope	2
Identifying, meeting and evaluating training and development needs	2
Consideration	2
Categorising training and personal development	3
Guidance for support	4
Study leave	4

Purpose and scope

This purpose of this policy is to set out the 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:

- Induction and probationary periods
- One-to-ones
- Workforce planning
- Change processes

In addition, the 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
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- 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 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 council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description.

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

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen Equipment Assessment)
- Display Screen Equipment Assessment

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. It may be that 'experience' negates the need for certain training, i.e. Computer Literacy, Basic Word, Outlook and Excel training would be unnecessary for an individual already well versed in working with these.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be asked to attain the qualification within a defined period of time. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- New Clerks Training
- Microsoft Excel

At Sutton cum Lound Parish Council the roles of Clerk is to undertake the following desirable training and resources:

- NALC New Clerks Training
- Textbook – Arnold Baker on Local Council Administration
- Clerk to familiarise themselves with guidance resources on the NALC & SLCC Websites/on-line forums, the Clerks & Councils Direct Monthly Magazine & The Clerk Magazine from the SLCC

3. Optional

An optional qualification or optional training may or may not be directly linked to the individual's current job.

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'. Time may also be a factor, it may be eventually beneficial for the Council and staff member, for the staff member to undertake optional training but it may depend on their time/ability to undertake this due to part-time working and other commitments at home or if they have another job. Optional qualifications are also likely to enhance the skills and reputation of the council:

Job specific

- Courses offered from time to time from Notts Association of Local Councils & the Society of Local Council Clerks
- Level 1 Local Council Administration ILCA
- Level 2 Local Council Administration CILCA
- Certificate in Local Policy Studies First Year
- Certificate in Local Policy Studies
- Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies

Guidance & support

Because NJC Green Book terms and conditions of employment apply to your contract if you attend or undertake training & development, you are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

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 study leave and taking an examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee fails to attend the training without good reason

Study leave

Where 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 a maximum of **5** 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.

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

— policy ends here —

Notes

1. “Being a good employer – a guide for parish and town councillors”.

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils.