

Henfield Parish Council Training and Development Policy

The Council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.

The Council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.

To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office. Training and Development needs will be discussed with each member of staff during their appraisal. Records of all training will be kept by the Clerk.

The Council will encourage its staff and councillors to attend training relevant to their specific roles and the needs of the Council.

The 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 irrespective of seniority, length of service or any other distinctions.

Identifying, Meeting and Evaluating Training and Development Needs

The Council will ensure that all new staff and councillors receive an appropriate induction and health and safety training at the earliest opportunity. For all councillors an in-house induction and training to meet specific needs will be arranged where possible to enable all councillors to attend.

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

- Induction and probationary periods
- One-to-ones
- Performance Review (see HPC Performance Management Policy – March 2024)
- Workforce planning
- Team meetings
- Annual plan
- 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 / E-learning
- Internal coaching and work shadowing

Commented [SM1]:

If the council adopts Green Book terms and conditions of employment, staff attending or undertaking required training 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.

Commented [SM2]: Consider renaming to Performance Review Policy (please refer to comments within the reviewed Performance Management Policy).

- In house training and shared in-house learning resources (books, journals, DVDs etc.)
- Time for self-directed research and learning

Requests and 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.

Individuals can request training and development at any time but this will usually be done within the performance review process. Individuals should make requests through/to the Clerk.

The request must be submitted in any written form and contain the following:

- the subject matter of the proposed training or study;
- where and when the proposed training or study would take place;
- who would provide or supervise it;
- what qualification it would lead to (if any);
- how the employee thinks the proposed training or study would improve their effectiveness in the organisation and performance of the Council;
- the date of the applications; and
- the date and method, e.g. email/letter, that the employee's last application, if any, was submitted.

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. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualifications. Where a successful applicant requires mandatory training or if 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)
- Diversity Awareness
- Cyber Security
- Data Protection

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 should 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:

Job specific

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

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' and job specific.

The Council will evaluate the contribution of training and development to meeting Council objectives and, personal development needs.

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. 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

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 50% of study leave time, to a maximum of 3 days per annum for courses which are directly related to the individual's role. Time off for study leave must be approved in advance by the Clerk (or in case of Clerk, the Vice Chair).

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, requests for flexible working will be considered to allow the study to take place, as long as the needs of the council can be met.

Recording

Copies of training certificates should be kept by the Clerk, whether hard copy or digital copy. Staff and councilors should also keep a record of their own training and, where applicable, when their training is up for renewal.

Equal opportunities

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area. Please refer to the Council's Equality and Diversity Policy.

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

Date of policy: October 2020

Approving committee: FRC

Date of committee meeting: 20 October 2020

Policy version reference: 1

Supersedes:

Policy effective from: 1 November 2020

Reviewed: 1st December 2022

Commented [SM3]: Clarification required as to how much the employee will be expected to reimburse the Council.

You may wish to implement a Training Agreement outlining the above which the employee will need to sign up to

Commented [SM4]: Confirm by whom

Commented [SM5]: See comment on Equality & Diversity Policy and possibly re-naming to include "Inclusion"