



Training and Development Procedure For Staff

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Purpose and scope

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.

Opportunities for training and development will be offered to all employees, regardless of gender, race, disability, religion or belief, sexual orientation, age, pregnancy and maternity, gender identity or expression (including transgender status), or marriage or civil partnership status.

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
- Appraisal
- 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
- 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:

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:

Generic training

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

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:

Job specific

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

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'.

Job specific

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

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, including the offer of a loan, will always be conditional upon the employee's agreement to a full 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

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 Chief Officer (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 Chief Officer (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.

Training and Development Procedure For Councillors

Purpose

This policy sets out the Council's commitment to ensuring that all Councillors are suitably trained and supported to carry out their roles effectively, lawfully and in the best interests of the community.

The Council recognises that appropriate training and development is essential to:

- Maintain high standards of governance
- Support effective decision-making
- Ensure compliance with legal and procedural responsibilities
- Enable Councillors to serve the community with confidence and competence

Scope

This policy applies to:

- All Town Councillors
- Co-opted members serving on committees or working groups

Principles

The Council will:

- Encourage all Councillors to undertake appropriate training
- Support reasonable training requests
- Ensure that new Councillors receive an induction
- Review training needs regularly
- Maintain a training record for each Councillor

Induction of New Councillors

All newly elected or co-opted Councillors will be offered a structured induction programme within six months of appointment, which will include:

- The role of the Town Council and its legal framework
- The Code of Conduct
- Standing Orders and Financial Regulations
- Roles and responsibilities of Councillors and Officers
- Meeting procedures and decision-making
- Overview of council services and projects

Ongoing Training and Development

Councillors are encouraged to undertake training relevant to their roles, which may include:

- Chairing and meeting procedures
- Planning and licensing
- Finance and budgeting
- Employment and staffing matters
- Equality, diversity and inclusion
- Safeguarding
- Health and safety
- Community engagement

Training may be delivered through:

- Local Council Associations
- Professional bodies
- Online learning platforms
- In-house training sessions

Mandatory Training

The Council may require certain training to be completed, including but not limited to:

- Code of Conduct and ethical standards
- Safeguarding
- Data protection (GDPR)
- Planning training for members of Planning Committees
- Chairmanship training for Chairs and Vice-Chairs

Failure to complete mandatory training may result in the Councillor being asked to step down from a specific role or committee.

• Approval of Training

- Training requests should be submitted to the Chief Officer
- The Chief Officer will consider relevance, cost, and budget availability.
- Where necessary, approval will be sought from the Finance & General Purposes Committee or Full Council.

Funding and Expenses

The Council will fund reasonable training costs, including:

Course fees

Travel expenses

Accommodation where appropriate

Expenses will be reimbursed in accordance with the Council's Expenses Policy.

Training Records

A central training record will be maintained by the Chief Officer recording:

- Training undertaken
- Dates
- Certification achieved

This will be used to identify future training needs and for audit purposes.

Review of Training Needs

Training needs will be reviewed:

- After elections
- Annually as part of the Council's governance review
- When Councillors take on new roles

Review of Policy

This policy will be reviewed every three years or earlier if required by changes in legislation or guidance.