



# Swallowcliffe Parish Council

## Training and development policy

### 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 all staff and councillors in order that all staff and councillors have the skills, knowledge, and competencies to be able to effectively carry out their roles.

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### Identifying, Meeting and Evaluating Training and Development Needs

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

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

In addition, the council will encourage staff and councillors 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
- In house training
- Internal coaching
- Online training
- Shared in-house learning resources (books, journals etc.)
- Time for self-directed research and learning
- Work shadowing

### Consideration

Several factors will be considered 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.

## Categorisation of training and personal development

To ensure that the council can 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.

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. They should also be stated in the contract for new starters, along with who is responsible for the costs of the training/qualifications. For mandatory qualifications it is unlikely that an applicant would be recruited without having previously attained the qualification.

New contracts need should note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended if the qualification is not gained in the stipulated time, then the contract should state this.

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 Support below).

Some mandatory training may be specific to a particular role whilst other training may be a generic requirement.

Examples of mandatory training include:

- Data Protection
- Health and Safety such as personal safety, manual handling, and Display Screen Equipment (DSE).

### Desirable

Desirable training is not legally required for the role, but it is directly relevant to the individual's role. 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 timeframe.

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)

### Optional

An optional qualification or optional training may not be directly linked to the individual's current role. 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 to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'

## 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 more than £500, 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:

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

## 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.

## Review and Monitoring

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

Policy version

Review date:

Approved by:

Date adopted: