



HEADBOURNE WORTHY

PARISH COUNCIL

Training and Development Policy

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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 (including part-time or fixed term) and Councillors. The Council has budget set aside each year for training purposes.

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
- Annual plan
- Change processes

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
- Online training
- Shared in-house learning resources (books, journals, DVDs etc.)
- 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 and the usefulness to the Council of the content of the course.

Training and development opportunities have been organised into the three categories below.

Mandatory Training

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 a role. 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).

Examples of mandatory training include:

- Health and Safety
- Data Protection

There are no mandatory qualifications (that require training) for a councillor position. However, an introductory course to being a Councillor provided by HALC should be considered a useful and helpful start for all new Councillors

Desirable Training

Desirable training is not legally required for the post, but it is directly relevant to it. Any desirable training or qualifications are to be stated on the job description. An individual may be expected 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:

- Certificate in Local Council Administration (CiLCA)
- Risk assessments

Councillors may request training in certain areas where they have special Council responsibility such as being a tree warden or being the Chair of the Council. The Council should encourage Councillors to develop their knowledge and training in areas of particular focus.

Optional Training

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.

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

Councillors can seek contributions for the Council for training in areas of special interest but not necessarily special responsibility. The decision would need to be taken by the full Council.

Guidance for support

Support for qualifications, training and personal development can include financial assistance but it 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.

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.

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 to allow the study to take place, will be considered 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.

Agreed by Council April 2022