

LANDEWEDNACK PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

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Purpose and scope

This purpose of this policy is to set out the Parish Council's position on the provision of training and development opportunities for Staff and Councillors. It applies to all staff and Councillors whether elected or co-opted.

Identifying, Meeting and Evaluating Training and Development Needs

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

- Induction and probationary periods for staff
- One-to-ones
- Staff Appraisal
- Annual plan
- Annual planning – for the future
- New Councillors – elected or co-opted
- Changes to and introduction of new legislation

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 including webinars
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.) (CALC & NALC)
- In house training
- 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 Councillors' memberships of committees and working parties.

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 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 or position whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Display Screen equipment)
- Data Protection (GDPR)
- Certificate in Local Council Administration (CiLCA)

Job specific for Councillors

- Code of Conduct

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job or responsibilities. Any desirable training or qualifications are to be stated on the job description or brought to the attention of councillors on election or appointment.

For desirable qualifications or training, an employed 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 for staff

- Introduction to Local Council Administration (ILCA)
- Cemetery Legal Compliance
- Code of Conduct

For Councillors

- Chairmanship training
- Human Resources – employer responsibilities
- Budgeting – Finance Committee membership
- Planning Process

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'.

Job specific

- Community Governance

Guidance for support - employees

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. Preference given to relevant qualifications where there is a learning agreement in place.

Councillors

An annual budget is allocated for training of Councillors, depending upon the experience and length of tenure of the councillors and proximity to the next election.

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.

This is a non-contractual procedure which will be reviewed by the Parish Council at regular intervals.

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