

Note for councillor review: Text highlighted in yellow is wholly new (not part of our already adopted policy) and has been added from a NALC template policy.

## LAVERSTOCK AND FORD PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

|                            |                                                                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose/Principles         | To ensure our Councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities. |
| Scope                      | Employees, Councillors, Volunteers                                                                                                                                                    |
| Date adopted:              |                                                                                                                                                                                       |
| Minute Reference:          |                                                                                                                                                                                       |
| Previous versions (Dates): | 26 <sup>th</sup> September 2022 – 22.129                                                                                                                                              |
| Next review:               | January 2027                                                                                                                                                                          |
| Policy owner:              | Personnel Committee                                                                                                                                                                   |
| Supersedes:                | None                                                                                                                                                                                  |

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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, Councillors and volunteers. It applies to all staff whether full or part time, temporary or fixed term.

## **Objectives**

- Provide and support training and development to ensure the proper administration of the Council and help achieve the objectives and aspirations of the Council.
- Regularly review training needs.
- Plan training and development and budget accordingly.
- Remove barriers that may hinder training and development.

## **Training and development for Councillors**

Councillors will be encouraged to attend regular training to help them operate and develop as a Councillor.

- Relevant training courses for Councillors are usually held by Wiltshire Association of Local Councils (WALC), National Association of Local Councils (NALC), and Wiltshire Council.
- New Councillors will be offered attendance at a Core Skill for Councillors course.
- Councillors sitting on specialist committees will be offered relevant courses, such as Employment, Community Engagement or Accounts and Audit.
- Chair and Vice-Chair will be offered Chairmanship training.
- Councillors appointed to new projects will be offered appropriate training.
- Training expenses will be met by the Council.
- Councillors will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the Council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Councillors who are prevented from participating fully in any training, for any reason, should contact the Clerk to discuss how the Council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

## **Training and development for officers and other staff (including volunteers)**

The Council will support employee's professional development using a variety of training methods, such as attendance at conferences or courses, online training or internal training. Training needs may be identified from a variety of sources including one-to-ones, appraisals, team meetings, future plans or changes to processes. Individuals are also encouraged to identify their own training needs and bring these to the attention of the Clerk. Some training will be mandatory or desirable for the job role, and identified in the job description. The Council will provide such training within the specified period of time for attainment.

- New employees will be given an induction, explaining the role of the Council, Councillors, Clerk and other staff.
- Staff will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the Council. Updates in the form of briefings, newsletters and bulletins will be circulated.

- Training will be provided relevant to their duties, such as information technology, understanding legal powers, finance or the planning system.
- Staff appointed to support new projects will be offered appropriate training.
- Subscriptions to relevant publications and memberships of relevant associations will be provided.
- Training expenses and study leave for mandatory training will be granted by the Council. Training expenses and study leave for desirable training, relevant to the job role, may be approved at the discretion of the Council.
- Individuals may identify optional training that is beneficial to themselves, but not necessarily linked to their job role or beneficial for the Council. Training expenses and study leave for training which is optional, are entirely at the discretion of the Clerk (or Personnel Committee in the case of training for the Clerk).
- Staff who are prevented from participating fully in any training, should contact the Clerk to discuss how the Council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

## **Review**

Training requirements for Councillors will usually be identified by themselves, the Chair or the Clerk. Training opportunities will be investigated by the Clerk and brought to the attention of the full Council. Training requirements for staff will be identified by themselves, or through one-to-ones, appraisals or new project or process requirements. The Clerk will keep a record of all training undertaken, together with recommendations and a schedule for regular review.

## **Budget**

An allocation for Training and Development will be made in the budget each year, to meet training and development needs. All training will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.

## **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:

### **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. They should also be stated in the contract for new starters, along with whom 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. Where a qualification becomes mandatory for the role, the Council will provide reasonable assistance for the employee to attain the qualification.

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

## **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 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.

## **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'.

## **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 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 Clerk (or, in the case of the Clerk, the Chair of the Personnel Committee), 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 Clerk (or, in the case of the Clerk, the Chair of the Personnel Committee) 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.

— policy ends here —