

**HUCCLECOTE PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY  
FOR STAFF AND COUNCILLORS**

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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 both staff and councillors. This applies to all staff and council members.

Funds are allocated to a training budget each year to enable Staff and Councillors to discharge their duties as effectively and efficiently as possible.

Hucclecote Parish Council aims to ensure that:

- Council employees are equipped with the necessary skills and knowledge to enable them to fulfil their duties.
- Councillors fully understand their roles, duties and responsibilities and are therefore able to conduct the business of the council as effectively and efficiently as possible.

## **Identifying and Evaluating Staff Training and Development Needs**

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

- Induction and probationary periods
- Appraisal
- Team meetings
- 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 budget restraint.

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 for staff.**

### **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:

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

### **Desirable**

Desirable training is not legally required for any post, but if it is directly relevant to the individual's job, it should be clearly identified on the job descriptions for that particular job role.

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.

### **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'.

### **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 either a full or partial 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 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 Clerk (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 Clerk (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.

## **Identifying and Evaluating Councillor Training and Development Needs**

Training needs and development for councillors will be encouraged from a variety of sources:  
Induction for new councillors with in-house support from staff and councillors

- Access to continuous training through various Council Associations (GAPTC)
- Online access to various subscriptions i.e. Parish Online, Local Councils update
- Funding to attend specific training on areas of: Finance and Budgeting, HR training, planning to support the identified needs of the Council.
- Access to Standing Orders, Financial Regulations, Code of Conduct, meeting dates and all other council policies.

### **Consideration**

In order to ensure that the council is able to consistently evaluate requests and needs, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles within the council.

## **Categorising training and personal development for Councillors**

### **Mandatory**

No mandatory training is required for Councillors to be elected or stand on a Parish Council.

### **Desirable**

However, it is desirable and essential that all new councillors have access to information relative to their particular council. An Induction pack and a copy of The Good Councillor Guide will be supplied to new members when joining the council.

The Clerk to the Council will give access to online information and be available to go through the administration of the council as required.

All new members are actively encouraged to attend the GAPTC course 'How to be a good councillor'. The Clerk will alert all councillors when new training and networking opportunities are available.

Councillors who have elected to take the lead on specific projects should be given the opportunity to access specific training to support the particular project if required. For example, finance and budgeting, being a good employer, planning and Chairmanship.

### **Optional**

Specific training and development as initiated by an individual councillor.

### **Funding**

Funding maybe available for specific training and accessed from the Training budget with agreement from the full council as and when required in respect of training in specific areas. No payment for actual attendance at any Training activity will be paid to councillors.

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Review annually