



## **Training and Development Policy**

### **1. Introduction**

- 1.1 Training and development is important in ensuring the Parish Council meets its corporate aims and objectives. They provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.
- 1.2 The Parish Council encourages staff in training and development within its resources and therefore training opportunities will be determined and prioritised by the need to meet service requirements, delivery and aims.
- 1.3 The Parish Council is also committed to training and development for employees and Members of the Council, to enable them to carry out their roles effectively.

### **2. Identification of Training Needs**

#### **2.1 Employees**

- i. Training and Development are the responsibility of each member of staff and therefore all employees are encouraged to be proactive in identifying their training and development needs, this can also be identified through employees appraisals.
- ii. Induction training is provided for all new employees.
- iii. The Clerk and Chair of the Council will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- iv. Future training requirements will form part of the annual appraisal for staff.
- v. Additional training may be requested via the Chair or Clerk at any time.

## 2.2 **Members**

- i) Induction training will be provided for all new Members.
- ii) Individual training requirements will be discussed with Members.
- iii) Members will be given in-house training on an ad-hoc basis, provided by the Clerk.

## 3. **Prioritising Training and Development**

3.1 Any personal development training will be prioritised as follows:-

- i) Corporate/Service delivery
- ii) Specialist needs
- iii) Improving existing skills
- iv) Personal development

## 4. **Resourcing Training**

- 4.1 Each year the Council will set a specific budget for training and development for staff and members separately.
- 4.2 **Qualification Training** – any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- 4.3 **NVQ's** – these will be viewed as a means of accrediting existing knowledge and the Council will encourage this type of development.
- 4.4 **CPD** – any training and development key to the Career Personal Development of an individual will be supported, it is advised that this training is taken through NALC, SLCC or bodies such as Unitary Authorities.
- 4.5 Members training and development opportunities will be arranged mainly through the Shropshire Association of Local Councils (SALC) and also in-house by the Clerk.

## 5. **Financial Assistance**

- 5.1 Where training is approved, the Parish Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Parish Council will sponsor employees for the examination but any re-sits may be paid by the employee.
- 5.2 Travelling costs will be paid at the discretion of the Council.
- 5.3 Where training is sponsored by the Parish Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to undertake to remain in the service of the Parish Council for a period of one year from the date on which the qualification is obtained. If the employee leaves within the one year period all costs will be reclaimed in full, except in the most exceptional circumstances.

- 5.4 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Parish Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 5.5 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 5.6 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Parish Council will not meet a financial commitment where prior approval has not been granted.

## **6. Evaluation and Training Records**

- 6.1 All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness if one is supplied by the training provider.
- 6.2 An annual summary of members training will be undertaken and published on the Parish Councils website.
- 6.3 An annual record of employee training may be presented to the Personnel Committee if requested.
- 6.4 In certain circumstances an employee may be required to provide a briefing note or discuss the training at a Council meeting.
- 6.5 All employees are expected to keep their training record up to date.