



TUTBURY PARISH COUNCIL

TRAINING POLICY

Currently, the clerk is the only employee of Tutbury Parish Council

Aims

The Council recognises that training and development for Councillors and the clerk is a major investment in its ability to deliver an effective service and will seek to create a culture of continuous development. It will:-

1. Provide adequate training budgets to achieve its objectives.
2. Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
3. Expect the clerk to maintain up to date knowledge of their function, legislation and will highlight to the Council any training required.. The Council will expect and support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours.
4. Include all forms of learning designed to improve the performance, abilities and potential of Councillors and the clerk.
5. Where appropriate, be involved in Government initiatives.
6. Ensure that the training and development activities are based on the system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives.
7. Ensure that training opportunities and resources are provided to the clerk and councillors in a fair way and related to identified needs. Annually, the Council will consider an allocation in the budget for the payment of subscriptions to the Society of Local Council Clerks, Staffordshire Parish Council Association to enable the Clerk and Councillors to take advantage of their training courses, conferences and updates.
8. The appraisal system for the clerk will address training and development needs and set annual targets.
9. Provide induction training for all newly elected Councillors and additional specific training will be on-going, either in-house or outsourced.
10. Training records for Councillors will be maintained.
11. Councillors and the clerk will have responsibility to apply positive attitudes and action in their development and to assist the Parish Council's achievements.
12. All new employees and Councillors will be made aware of this policy.
13. The policy should be reviewed annually at a full parish council meeting. Training will be reviewed in the light of changes to the council's objectives; legislation or any quality systems relevant to the Council; new qualifications; new equipment; projects, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers. The budget should be aligned to the identified training needs.

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
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- 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

Several 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.

Training for Councillors

a. Attendance at induction/ training sessions explaining the role of Councillors provided by Staffordshire Parish Council Association. Expenses for attending briefings, consultations and other general meetings for Councillors in Staffordshire will be reimbursed.

b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant

c. Provision of the booklet Good Councillors Guide.

Training for the Chairperson and Vice Chair.

The councillor undertaking the role of chairperson should undertake the relevant training session provided by the Staffordshire Parish Council Association

Training for the Clerk

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

Generic training

- Attend Induction training session/ explaining the role of the Council provided by the Staffordshire Parish Council Association
- Provide copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- If the clerk is not qualified, completion of the ILCA introduction to Local Council Administration within the first 6 months of appointments required
- Health and Safety (Personal Safety, Display Screen equipment)
- Data Protection]

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.

In addition one additional salary point will be added to the clerk's salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- The Certificate in Local Council Administration and other relevant qualifications such as:

- Certificate in Local Policy Studies First Year
- The Certificate in Local Policy Studies
- The Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies

Other Examples may include but not linked to salary progression.:

Job specific

- Microsoft Excel
- Mentoring opportunities with suitably qualified Clerks from neighbouring parishes
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by Staffordshire Parish Council Association. The council will purchase relevant subscription to relevant publications and advice services. h. Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property 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'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma]
- Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.

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 in excess of £500 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 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 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.

Training for Volunteers on Parish Council activities

- a. Briefings on relevant health and safety matters and the scope of their work prior to starting.
- b. Assessment of their skill, knowledge and capacity to complete the task in hand.
- c. Briefing on the safe use of any equipment provided by the Council.
- d. Provision of relevant Risk assessment documentation.

Administration Notes

Parts of this document were commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

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