

## Creech St Michael Parish Council

<b>Policy Title</b>	Training & Development Policy
<b>Policy Reference</b>	A8
<b>Applies to</b>	All employees and members
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<b>Review Dates</b>	



## **1.0 Introduction**

Creech St Michael Parish Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Parish Council can operate effectively, meet its legal responsibilities and serve its communities.

The Parish Council will ensure that employees and members will be provided with the means to develop and enhance their knowledge and skills and to ensure that there are no barriers to them fulfilling their roles and to deliver high quality services, along with the skills to manage and plan those services.

The Parish Council values the time given by its members to their community and needs to maximise the impact of that time by ensuring that its members understand and enjoy their role in the community.

The Parish Council will commit itself to the following:

- To manage a programme of training and development that aims to support employees and Members to fulfil their roles to the expected standards.
- To regularly review the needs of and to plan training and development for all employees and Members.
- To regularly evaluate, review and make recommendations for the investment in development and training.

## **2.0 Identifying training needs**

Training and development needs will be identified from a variety of sources, these include but are not restricted to:

- Induction and probationary periods.
- One-to-one sessions.
- Performance Appraisal.
- Meetings.
- Requests from individuals.
- Changes in legislation or regulation.
- Changes in the community.

A number of factors will be taken into account when assessing a request from an individual or group. This policy provides one element of the decision-making process. Other factors will include availability of financial resources and in the case of employees, the individual's employment record to date.

In order to ensure that the Parish 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.

### **3.0 Categorising Training and Development**

#### **3.1 Mandatory**

The Paish Council recognises that it cannot mandate members to undertake training and development but encourages all members to consider undertaking training and development that is identified as desirable.

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Parish Council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description for a role. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification or without a commitment to commence the training within a specified time. Where training or a qualification becomes mandatory for the role, the Parish Council will provide reasonable assistance for the employee to undertake the training or attain the qualification.

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.

#### **3.2 Desirable**

##### **3.2.1 Employees**

Desirable training is not legally required for the post, but it is directly relevant to the individual's role. Any desirable training or qualifications are to be stated in 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 performance appraisals. A desirable qualification is likely to enhance the skills and reputation of the Parish Council. Examples may include:

Role specific

- Certificate in Local Council Administration (CiLCA).
- Microsoft application training.
- Chapter 8 training.

##### **3.2.2 Members**

Whilst members are not required to participate in training and development, the Somerset City Town and Parish Councils Code of Conduct states that all members will "lead by example and act

in a way that secures public confidence in the role of councillor". The Parish Council therefore has an expectation that members will undertake training that is appropriate to their role. This includes but is not restricted to the core sessions offered by Somerset Association of Local Councils (SALC).

- Councillor Essentials - Roles & Responsibilities.
- The Code of Conduct.
- Responding to Planning Applications.

It is expected that the Councillor Essentials session should be completed within the first twelve months of the member joining the Parish Council.

### **3.3 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 Parish Council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing role.

## **4.0 Support for Training and Development**

### **4.1 Employees**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to time off for study leave and taking any assessment or examination.

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 Chair of the Staffing Committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the Parish Council can be met.

Any financial and non-financial support to training and development is entirely at the discretion of the Parish Council.

Any financial support in excess of £500.00 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 employment of the Parish Council during the duration of the course, or up-to six months following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason.

## **4.2 Members**

The Parish Council will meet the costs of all training provided to members, including any expense incurred by the member that is directly related to the training or development.

## **5.0 Monitoring Training and Development**

A training register is maintained listing and showing evidence of all training attended by employees and members. This is reviewed by the Staffing Committee at each meeting of the Committee.