

## **BARROW UPON SOAR PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY**

Adopted - 4<sup>th</sup> May 2021

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

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 and Councillors 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

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:

### 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

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include: manual handling.

### Generic training

Health and Safety (Personal Safety, Manual handling, Display Screen equipment)

Councillor Training

### 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. Examples may include:

### Job specific

Certificate in Local Council Administration (CiLCA)

Cemetery Legal Compliance

Microsoft Office

## 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

Planning Training

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.

The Council will deduct all expenses associated with the provision of training, as well as examination fees, from the final pay of Employees who have received training at the Council's expense, and who terminate their employment at any point up to six months following receipt of the training or if they fail to complete the training or fail 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.

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.

Date of policy: 4<sup>th</sup> May 2021

Date for next review: May 2023