

Blackwell Parish Council	
Training and Development Policy	
Date approved:	Review Date:

Introduction

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 in order to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high-quality services, the efficient management of those services and compliance with and utilisation of legislative powers.

An annual budget will be set for Councillor and Employee training.

Blackwell Parish Council subscribes to enhanced membership with DALC (Derbyshire Association of Local Councils).

COUNCIL MEMBERS

- A members pack will be given to all newly elected Councillors setting out the Councils policies and procedures. This pack will include:
 - The Code of Conduct
 - Blackwell Parish Council Standing Orders
 - Blackwell Parish Council Financial Regulations
 - Information on how to access policies and procedures and minutes of previous council meetings
 - Meetings calendar
 - Other relevant and current information
- All Councillors will be given a copy of the Good Councillor Guide
- The DALC newsletter will be forwarded onto all members, which contains information about training opportunities Councillors might be interested in.
- Training requirements for members may be identified by the Chair and the Clerk and opportunities to attend relevant courses would be investigated by the Clerk
- Specialist training may be provided on an ad-hoc basis

It is recognised that it may be difficult for some Councillors to attend training during the daytime due to their work commitments but will be encouraged to attend training whenever possible.

STAFF

This policy applies to all staff whether full or part time, temporary or fixed term.

All staff will undergo induction training.

Identifying, Meeting and Evaluating Training and Development Needs

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

- Induction and probationary periods
- 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

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:

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 requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, 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. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Tree assessment
- Microsoft Excel

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

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.

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 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.

To be reviewed annually.

This policy was put together using the NALC Training and Development Policy as a basis.

This policy is fully supported by the members of Blackwell Parish Council	
Signed by	Chairman, Blackwell Parish Council
Date	