



The Civil Parish of

## Leek Wootton & Guy's Cliffe

# TRAINING & DEVELOPMENT POLICY

---

Adopted by the Parish Council in 6 July 2021

Review Due: May 2023 (next electoral year)



## Contents

1. INTRODUCTION .....	4
<b>1.1 Statement of Intent: Training (adopted: 13 Mar 2012)</b> .....	4
2. STRATEGY .....	4
3. IDENTIFYING TRAINING NEEDS.....	6
4. TRAINING RESOURCES.....	6
5. EVALUATION & REVIEW OF TRAINING.....	7
Appendix: Consideration (STAFF).....	8

## 1. INTRODUCTION

---

Leek Wootton & Guy's Cliffe Parish Council (The PC) is committed to the training and development of all Councillors and staff in order to:

- Improve the quality of the services and facilities that the PC provides
- Enable the PC to achieve its aims and objectives
- Ensure processes and legislation are duly and accurately followed
- Provide Councillors and staff with a sense of value and confidence in their role

The PC declared this commitment by adopting the following Statement of Intent: Training in March 2012.

### 1.1 Statement of Intent: Training (adopted: 13 Mar 2012)

**Leek Wootton & Guy's Cliffe Parish Council is committed to ensuring that Councillors and staff are equipped to carry out the functions for which they are responsible.**

**Training should be for all involved with the Parish Council, and also those who contribute to the work of the Council in a voluntary basis.**

**Training of new Councillors and employees will be given priority together with training on new legislation and other issues. Training plans received from WALC and NALC will be included in the training timetable as necessary. Health and Safety training will also be a high priority.**

**The need for training will take into account experience, knowledge and skills already existing in individuals and also their capacity to acquire the necessary skills and knowledge from other sources including employment and the internet.**

**During the budget setting process, training needs will be identified and funding allocated.**

**Assessment of training will be made either by an assessment interview, or with the recipient submitting to the Council a written or verbal report indicating the usefulness of said training, with any recommendations.**

This Statement of Intent was approved by the PC  
at an ordinary meeting held on 13 March 2012

This policy sets out in further detail how the PC will facilitate Training and Development.

## 2. STRATEGY

---

2.1. Leek Wootton & Guy's Cliffe Parish Council consists of 8 elected or co-opted Councillors and employs one part-time member of staff, the Clerk (Proper Officer and Responsible Financial Officer). On occasion community volunteers support the work of the PC.

2.2. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

2.3. Councillors

2.3.1. New Cllrs are provided with an Induction Pack, which they are expected to read. This includes core information (e.g. Standing Orders, Financial Regulations and other core policy documents), the National Association of Local Councils [NALC] Good Councillor's Guide and Being a Good Employer. (Induction materials are also available for all Councillors on the PC intranet.)

- 2.3.2. New Cllrs are expected to attend a Warwickshire & West Midlands Association of Local Councils [WALC] course *Off to a Flying Start: An Introduction for Councillors and Clerks, Introduction to Local Councils* (eLearning) or equivalent and will be enrolled automatically by the Clerk on election/co-option. This may be followed up with the WALC *Understanding Your Council* series of training sessions.
- 2.3.3. Councillors are expected to attend ongoing training to keep them up to date with developments in policy and legislation, specifically with regard to finance and planning.
- 2.3.4. Other events may qualify towards development, including WALC AGM, briefings, consultations and other meetings.
- 2.3.5. Publications, including magazines, briefing documents and newsletters are available to all on request to The Clerk. Regular publications received are *LCR* magazine (NALC) and *Clerks and Councils Direct*.

#### 2.4. Staff

- 2.4.1. New staff are provided with copies of Standing Orders, Financial Regulations, Code of Conduct, core documents of the PC and other information deemed relevant.
- 2.4.2. The PC currently employs one member of staff, the Clerk. A new Clerk will be required to:
  - Shadow the previous Clerk (if possible) for a minimum of 1 month
  - Attend a WALC course *Off to a Flying Start: An Introduction for Councillors and Clerks, Clerks: The Knowledge* (eLearning) or equivalent.
  - Undertake the Society of Local Council Clerks [SLCC] Introduction to Local Council Administration [ILCA] Training (online)
    - Enrol for the WALC Clerk's Toolkit course (10 monthly sessions)
    - Only after completion of the Clerk's Toolkit course should the Clerk commence studying for the Certificate in Local Council Administration [CiLCA] or equivalent qualification, as agreed on acceptance of the position of Clerk.

The Council will support the Clerk in studying for CiLCA by enrolling him/her for CiLCA Portfolio Guidance (3 sessions over 1 year) and CiLCA Mentoring and Networking events provided by WALC, or the equivalent for other qualifications.

- 2.4.3. The Clerk is also encouraged to attend ongoing training to remain up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and GDPR, Employment Law and Planning.
- 2.4.4. Any other training relevant to the discharge of their duties, such as IT, understanding the planning system or H&S legislation.
- 2.4.5. Other events qualify towards development, including WALC AGM, WALC Annual Briefing Days, briefings, consultations and other meetings.
- 2.4.6. Publications, including magazines, briefing documents and newsletters are available. Regular publications received are *LCR* magazine (NALC), *Clerks and Councils Direct* and *The Clerk* (SLCC).
- 2.4.7. The Clerk is required to have SLCC membership in order to register for CiLCA and for training/advice purposes (membership provided by the PC). SLCC also requires, and has a facility for recording, Continued Professional Development (CPD) and the Clerk should maintain this. The Clerk is also required to undertake an amount of CPD for the PC to qualify for the Local Councils Award Scheme.

#### 2.5. Volunteers

- 2.5.1. Briefings on relevant H&S matters and the scope of their work prior to starting.

- 2.5.2. Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments.
- 2.5.3. Briefing on the safe use of any equipment provided by the PC.
- 2.5.4. Training for volunteers will not be beyond that which is necessary for their role.
- 2.6. All
  - 2.6.1. Training is booked by the Clerk through WALC or other providers. Any Councillor or Staff who finds accessing required training difficult they should make this known to the Chairman.
  - 2.6.2. From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow, the PC will support Councillors, staff and, if necessary, volunteers in attending such training.

### 3. IDENTIFYING TRAINING NEEDS

---

- 3.1. Appropriate training, development and learning opportunities for all Councillors and staff, is identified through self-assessment, appraisal, one-to-one meetings, workforce planning or process/legislation changes.
- 3.2. Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.
- 3.3. Annually, the PC will formally review the training needs of the Councillors and the Clerk at a meeting of the PC.
- 3.4. Training requirements for staff will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual staff appraisals.
- 3.5. It is the Clerk's responsibility to advise on available courses and arrange for attendance.
- 3.6. The Clerk is expected to be familiarised with the National Training Strategy and keep up-to-date with developments in the sector and highlight to the PC any training required.
- 3.7. A number of factors will be taken into account when assessing a request from an individual staff member. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's record. For guidance, please see the Appendix 1: Consideration (STAFF)

### 4. TRAINING RESOURCES

---

- 4.1. **All expenditure on training must be approved by the PC.**
- 4.2. Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. The Training Budget over the past 3 years has been:
 

2020/21	£500 (included CiLCA registration fee)
2019/20	£200
2018/19	£200
- 4.3. Annually, the PC will budget for the payment of a subscription to the WALC and SLCC to enable Councillors and staff to take advantage of their training courses and conferences.
- 4.4. Purchases of relevant resources such as publications and subscriptions that will assist in training and CPD will be considered on an ongoing basis.
- 4.5. Councillors and staff are permitted to claim expenses for travel to and from training.
- 4.6. Staff are permitted to use allocated hours to undergo training and claim additional hours, by arrangement, if required.

## 5. EVALUATION & REVIEW OF TRAINING

---

- 5.1. Following a training and development session, the Councillor or staff member will be asked to complete a Training Evaluation form. This will help the PC to gauge its relevance, content and appropriateness and highlight any additional training needs.
- 5.2. Following a training session, Councillors and staff should forward a copy of the attendance certificate to the Clerk.
- 5.3. Training will be reviewed in the light of changes to legislation or any quality systems relevant to the PC; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- 5.4. The Clerk will keep a record of training that has been completed by Councillors and staff [example at Appendix 2].

**This Policy was adopted by Leek Wootton & Guy's Cliffe Parish Council on 6 July 2021**

## Appendix 1: Consideration (STAFF)

---

A number of factors will be taken into account when assessing a request from an individual staff member. 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 PC 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 PC 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 PC 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 PC. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- 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 PC.

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



### **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 PC.

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 PC reserves the right to reclaim financial support where the employee;

- Leaves the PC 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 CPD, the PC 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 PC 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 PC), 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 PC) will consider requests for flexible working to allow the study to take place, as long as the needs of the PC can be met.

## Appendix 2: Example Training Evaluation Record

---

**Name:**

**Position:**

Rate: disagree (1) to agree (3)												
Date of Training	Course Attended	Facilitator (e.g. WALC)	Type of Event	In-person or online	Exceeded expectation	Practical applications in my role	Practical applications to my responsibilities	I would recommend for introduction	I would recommend as a refresher	Comments about this training	Further training needs	CPD Points