



# TRAINING AND DEVELOPMENT POLICY

This policy supersedes Training & Development Policy and Statement of Intent

This was adopted by Brixton Parish Council - 28th September 2016

This policy was reviewed and updated at the meeting of Brixton Parish Council

27th September 2017

28th November 2018

27th November 2019

28th October 2020

24th March 2021

30th March 2022

29th March 2023

27th March 2024

The newly titled policy Training and Development Policy

This was adopted by Brixton Parish Council - 29th January 2025

This policy will be reviewed on an annual basis

Date for next review – January 2026

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## **Brixton Parish Council Training and Development Policy**

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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 whether full or part time, temporary or fixed term and all councillors.

The types of training will differ between the Clerk and the Councillors. However, all are entitled to the following training:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the operation of Brixton Parish Council
- An understanding of the objectives and direction of the Council
- An understanding of the contribution that is expected of them.

## **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
- Personal Development Plans
- Workforce planning
- Team / Council meetings
- Annual Action Plan
- Business 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.

## **Councillor Induction**

All new councillors will receive an induction and will receive an information pack / direction to the parish council website which includes:

- The Good Councillors Guide
- Councillors Details
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of polices

All new councillors are expected to attend a training course run by DALC (Devon Association of Local Councils) on basic induction & roles and responsibilities.

## **Resourcing Training**

An allocation is made in the budget each year for training the Clerk and Councillors. The amount is reviewed annually. The Parish Council subscribes to DALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

## **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. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. 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)
- Microsoft Word / 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

### **Measuring the Impact of the Training**

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the Clerk for future reference.

A training log for all Councillors and Clerk will be kept by the Clerk in order to record and monitor all training, which will include events, online courses, learning on the job and qualifications.

Councillor logs will record all development activities such as attending conferences, undertaking formal training or reading about developments in the sector

The Clerk's training log will also incorporate CPD point's allocation.

This is a non-contractual procedure which will be reviewed from time to time.

## **Guidance for support**

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

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], 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.

## **Notes**

### 1. Green Book terms

If the council adopts Green Book terms and conditions of employment, staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

### 2. “Being a good employer – a guide for parish and town councillors”.

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.