

# **018 - ROTHLEY PARISH COUNCIL TRAINING & DEVELOPMENT POLICY**

This policy was adopted at Full Council on 15<sup>th</sup> May 2017, minute reference: 17/75

## **1 Introduction / purpose**

1.1 This document forms the Council's Training and Development Policy. It sets out:-

- (a) The Council's commitment to training
- (b) The identification of training needs and corporate training
- (c) Financial assistance
- (d) Study leave
- (e) Short courses/workshops
- (f) Evaluation of training
  
- (g) Links with other policies.
- (h) Reporting on progress

1.2 The objectives of this strategy are to:-

- (a) Encourage Councillors and staff to undertake appropriate training
- (b) Allocate training in a fair manner
- (c) Ensure that all training is evaluated to assess its value
- (d) Equip people with the necessary skills
- (e) Help the council be more effective in their services and assist the staff do their jobs.

## **2 Commitments to Training**

2.1 Rothley Parish Council is committed to the on-going training and development of all Councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of Rothley.

2.2 Rothley Parish Council recognises that its most important resource is its Councillors and staff and is committed to encouraging them to enhance their knowledge and qualifications through further training. All new employees and Councillors are entitled to some form of induction upon joining the Council to ensure they are aware of how the Council works and what their roles are. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.3 The Council expects officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

2.4 Providing training yields a number of benefits:

- (a) Improves the quality of the services and facilities that Rothley Parish Council provides;
- (b) Enables the organisation to achieve its aims and objectives;
- (c) Demonstrates that the employees are valued.
- (d) Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team;

2.5 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.6 The process of development is as follows:

- (a) Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- (b) Planning and organising training to meet those specific needs.
- (c) Designing and delivering the training.
- (d) Evaluating the effectiveness of training.

### **3 The Identification of Training Needs**

3.1 Staff will be asked to identify their development needs with advice from their line manager during their annual appraisal, following appointment or informal discussion.

3.2 Other circumstances may present the need for training:

- (a) Legislative requirements i.e. First Aid, Fire Safety, Manual Handling and changes in legislation
- (b) Changes in systems
- (c) New or revised qualifications become available
- (d) Accidents
- (e) Professional error
- (f) Introduction of new equipment
- (g) New working methods and practices
- (h) Complaints to the Council
- (i) A request from a member of staff
- (j) Devolved services / delivery of new services

3.3 Staff who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

3.4 The Clerk would in most cases be the person responsible for prioritising and authorising training in line with the Council's and individual objectives. The Staffing Committee may also identify areas for training.

### **4 Corporate Training**

4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Staff will be required to attend training courses, workshops or seminars where suitable training is identified.

### **5 Financial Assistance**

5.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Councillors and employees will be required to attend the nearest venue offering the required course, unless an alternative is authorised by the Finance and / or Staffing Committee in the interest of operational effectiveness or Best Value.

5.2 Other considerations include the following:

- (a) Implication of staff release for training course(s) on the operational capability of the council
- (b) The most economic and effective means of training
- (c) Provision and availability of training budget

5.3 For approved courses Councillors and staff can expect the following to be sponsored:

- (a) The course fee including associated membership fees
- (b) Examination fees (including one payment to re-take a failed examination)
- (c) Travelling expenses

5.4 Councillors and staff attending courses need to inform the Clerk of any absences, giving reasons.

5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

## **6 Study Leave**

6.1 Staff who are given approval to undertake external qualifications are granted the following

- (a) Study time to attend day-release courses
- (b) Time to sit examinations
- (c) Study time of one day per examination (to be discussed and agreed by line manager in advance)
- (d) Provision of study time must be agreed with the line manager prior to the course.

## **7 Short Courses/Workshops/Residential Weekends**

7.1 Where attendance is required at a short course, a full day of paid leave will be granted.

7.2 Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- (a) The course fee (usually invoiced following the event)
- (b) Travelling expenses in accordance with the Council's current policy
- (c) Subsistence in accordance with the Council's current policy

## **8 Evaluation of Training**

8.1 Records of all training undertaken by staff and Councillors will be kept in their personnel files.

8.2 As part of Rothley Parish Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the on-going efficiency and effectiveness of the authority. Councillors will be expected to update the Council with information from any course attended.

**9 Linking with other Council Policies**

9.1 how will this link to the Council's other policies?

- (a) Equality of opportunity in all aspects of Councillor and officer development;
- (b) A 'Statement of Intent' on training for both Councillors and staff is a requirement for the Re-accreditation of Quality Council Status;
- (c) Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- (d) Health and Safety Policy – on-going training and development is key to ensuring a positive
- (e) Approach to Health and Safety is embedded throughout the Council;
- (f) Undertaking training is a clear indication of Continuing Professional Development.

**10 Reporting on Progress**

10.1 The Clerk will report to the Finance & Staffing Committees, detailing attendance at training over the year, including the Councillor and staff evaluation of courses attended.

**11 Conclusion**

11.1 The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and staff.

**12 Freedom of Information**

12.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website and copies of it will be available for inspection in the Council Office.

**13. Review**

13.1 This policy will be reviewed on an annual basis by the Staffing Committee in conjunction with the Clerk.

**14. Training Schedule**

Training schedule for 2017- 18				
Course	Date	Staff member / Councillor	Cost	Feedback
