



**WARSOP PARISH COUNCIL**

# TRAINING & DEVELOPMENT POLICY FOR STAFF AND COUNCILLORS

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## **Purpose and scope**

This purpose of this policy is to set out the Parish Council's position on the provision of training and development opportunities for staff. It applies to all staff whether 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 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 i.e. The Clerk/RFO shall hold the Certificate in Local Council Administration (CiLCA). 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)
- Food hygiene
- 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

- Website design
- Payroll
- Cemetery Legal Compliance
- Microsoft Excel
- Driving licence
- Prevent

#### 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
- Town Planning Technical Support - Level 3 Diploma]

## **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]

## **Volunteers**

In addition, volunteers from within Warsop Parish will be offered support for the parish's work, if required. This may include: risk assessment, manual handling, food hygiene or communicating with members of the public.

## **Study leave for Staff**

Where staff members require 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 may resolve to contribute up to 50% of study leave time.

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 Chair 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.

## **Review and Evaluation**

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers. The Clerk will maintain a record of training attended by themselves and Councillors.

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

## **Councillors**

Any resident interested in joining the council will be welcomed to speak with the Clerk to learn more about the council's role, and will be directed to the council's website to view the council's activities and documents. Prospective councillors should first submit an application form for consideration by the council during co-option. On joining the council by election or co-option all new councillors will be given an information pack containing copies of the following documents:

- New councillor guide (if requested) or a link to view this online
- The Code of Conduct for parish councillors
- A copy of all the council's current policies or information where to view these policies online
- The Council's current Standing Orders and Financial Regulations

Many of the recommended training courses are run by the Nottinghamshire Association of Local Councils (NALC). The following training is available for new councillors:

- New Councillor training – NALC
- GDPR, Assertion 10
- Training on specific committee areas:
- Finance and Budgeting for Town & Parish Councils • VAT for Town and Parish Councils
- Being a good employer – HR training for councillors
- Planning for town and parish councils
- Further development:
- Chairmanship Training
- Refresher courses for all councillors where appropriate.

Other sources of support that are available may include:

- Working closely with another councillor acting as a mentor for the first six months of office
- Reading through council agendas and minutes of meetings and asking members of staff for an explanation or clarification of the various terms used
- Reading the various council sector publications that the council subscribes to, such as the Nottinghamshire ALC and the National Association (NALC) bulletins, Local government bulletins and the Clerk magazine. These can help to familiarise both new and more experienced councillors with issues affecting Local Government.

Councillors with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for HR will receive basic training. The Chair of the Council shall receive Chairmanship skills training (if required), as soon as possible but within six months of the date on which they are elected as Chair.

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

— policy ends here —

## 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.

— policy ends here —

Signature of the Chair: \_\_\_\_\_