



TRAINING & DEVELOPMENT POLICY

Document prepared by: Siobhan Rumsby, Parish Clerk October 2019

Adopted by: Full Council at a meeting dated

Chairman Signature.....

Clerk Signature.....

Next Review Date: May 2021

1. Introduction

1.1. This document forms Barton under Needwood Parish Council's Training and Development Policy. It sets out:

- The Council's commitment to training.
- The identification of training needs.
- Corporate Training – Financial assistance.
- Study leave.
- Short courses/workshops.
- Evaluation of Training.
- Links with other Policies.
- Reporting on progress.

1.2. The objectives of this strategy are to:

- Encourage members of staff to undertake appropriate training.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

2. Commitment to Training

2.1. Barton Parish Council is committed to the ongoing training and development of all Councillors and employees 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 parishioners.

2.2. Barton Parish Council recognises that its most important resource is its members and officers and is committed to encouraging both members and officers to enhance their knowledge and qualifications through further training. 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 professional bodies.

2.4. Providing training yields several benefits:

- Improves the quality of the services and facilities that Barton Parish Council provides.
 - Enables the Council to achieve its aims and objectives.
 - Improves the skill base of the employees producing confident, highly qualified staff working as part of an effective and efficient team.
 - Demonstrates that employees are valued.
- 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:
- Training needs should be identified by considering the overall objectives of the Council, as well as individual requirements.
 - Planning and organising training to meet those specific needs
 - Evaluating the effectiveness of training.
3. Identification of Training Needs
- 3.1. Employees will be asked to identify their development needs during their annual appraisal or in regular meetings with the HR committee.
- 3.2. Other circumstances may present the need for training:
- Legislative requirements eg. First Aid, Fire Safety, Manual Handling.
 - Changes in legislation eg. Data Protection law, Website Accessibility.
 - Changes in systems eg. Accounting Software.
 - New or revised qualifications become available.
 - Accidents.
 - Introduction of new equipment eg. CCTV, defibrillator units.
 - New working methods and practices.
 - Complaints to the Council.
 - Devolved services/delivery of new services.
- 3.3. Employees who wish to undertake training, should discuss this during their appraisal or in discussion with members of the HR Committee, where it will be determined whether training is relevant to the authority's needs and/or service delivery.
4. Corporate Training
- 4.1. Corporate Training is necessary to ensure that employees are aware of their legal responsibilities eg. Health and Safety, Risk Management, Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training has been 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. Best cost effectiveness will be considered on each request.
- 5.2. For approved courses, members and employees can expect the following to be sponsored:
- Course fee.
 - Examination fees.
 - Associated membership fees.
 - One payment to re-take a failed examination.

- 5.3. Members and employees attending assisted courses are required to inform the Council immediately of any absence/non-attendance, giving reasons.
 - 5.4. Barton Parish Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment of their own accord within 2 years of completion of the qualification they will be required to repay all costs associated with the training. If the employee takes up employment with another local authority, an exemption to this clause may be granted.
6. Study Leave
- 6.1. Employees who are given approval to undertake external qualifications are granted the following:
 - Study time to attend day-release courses.
 - Time to sit examinations.
 - Provision of study time should be agreed with the HR committee prior to the course being undertaken.
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:
 - The course fees.
 - Travel expenses.
 - Subsistence.
8. Evaluation of Training
- 8.1. Records of all training to be kept in the HR files.
 - 8.2. Employees will be asked to provide feedback on the value and effectiveness of the training they undertake.
9. Linking with other Council Policies such as:
- 9.1. Equality of opportunity in all aspects of member and officer development.
 - 9.2. A 'Statement of Intent' on training for both members and staff is a requirement for the re-accreditation of Quality Council Status.
 - 9.3. Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of risk management.
 - 9.4. Health & Safety Policy – ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the authority.
 - 9.5. Undertaking training is a clear indication of Continuing Professional Development.
10. Conclusion
- 10.1. 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 members and staff.
11. Accessibility
- 11.1. Disability and Discrimination Act 1995 – on request to the Clerk, copies of this document can be made available in alternative formats – large print or in spoken format.

11.2. Copies of this document can also be made available in other languages.

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 www.bartonparishcouncil.org.uk and can be available for inspection at the Council's office during advertised times.