

WERRINGTON PARISH COUNCIL



TRAINING AND DEVELOPMENT POLICY

Werrington Parish Council is committed to the support of training and development for all members and staff. The key purpose is to facilitate personal and professional development enabling councillors and staff to achieve their full potential and make the most effective contribution to the Council's aims and objectives.

We also encourage and support learning for all members and staff as we recognise the Council's success is based largely on the contribution, commitment and achievements of individuals. We want to support members and staff in the performance of their designated roles and to help them to fulfil their potential during their time with the Council. Training and development includes any activity, which contributes to the enhancement of knowledge, skills, competence, and working practices. It is thus a key contributor to the success of individuals and ultimately to the success of the Council as a whole.

Equality

There will be equality of access to training and development opportunities for all councillors and staff. No individual will be treated less favourably than another. Involvement in training and development will be determined only by identified need.

Identification of Staff Development Needs

An assessment of the skills of individuals, as part of our appraisal system, will lead naturally to the identification of their need for training and development, related to duties that they are to perform. It is our policy that all staff have at least one annual appraisal, at which time training and development needs will be assessed, ways of meeting these will be identified, and an appropriate timescale agreed. Specific development requirements may become apparent over the course of the year and training to meet these may be approved by Council in addition to those identified through the appraisal process.

Identification of Councillor Development Needs

It is recognised that individual councillors will bring different skills and knowledge to the Council. All councillors will be encouraged to attend the Local Councillor training course, offered by Staffordshire Parish Councils Association (SPCA). Any councillor considering the role of Chairman will also be encouraged to attend the Chairmanship course, also offered by SPCA, to give them a better understanding of the role. The Clerk will keep the Council informed of all training opportunities for councillors and any member may request to attend. All requests will be considered by Council, with a view to improving the overall skills and knowledge of the Council as a whole.

Clerk's responsibilities

It is the responsibility of the Clerk to oversee the implementation of the Council's training and development policy. Budget requirements for the coming year should be reported to Council as part of the budget setting and precept meeting, held in December each year. Training and development opportunities for councillors and staff should be reported to Council for consideration. Statutory requirements for training should be identified, researched and presented to Council for a decision. The Clerk is responsible for:

- Regularly reviewing the training and development plan to ensure that planned training is being delivered on time and that it meets the stated objectives;
- Ensuring that councillors and staff who are attending organised training know the reasons for the training, its objectives, the expected outcomes and standard of performance, then ensuring that their performance is measured against this and the training properly evaluated;

The Council will be responsible for:

- Ensuring that the agreed training and development plan meets the overall objectives of the Council.
- The planning and implementation of cost-effective training;
- Identifying areas of their own work and work done by staff for whom they are responsible which could be assisted by training and development activities;
- Ensuring their staff attend all statutory training requirements;
- Prioritising non-statutory training;
- Ensuring that new staff reporting to them receive the appropriate induction training;
- Ensuring that new councillors are offered, and encouraged to attend, the Local Councillor training course.
- Ensuring that all staff for whom they have line management responsibility receive regular feedback on their performance, and that end of probation performance reviews and annual appraisals are completed on time, with clear objectives set, and any training needs clearly identified;
- Ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is done to ensure they are proceeding well with their studies.
- Reviewing this policy on an annual basis. The Council should ensure that this policy remains effective in achieving training and development that meets the needs of the Council and assists in meeting its aims and objectives.

A range of development methods will be used to meet training needs: this may include (but is not limited to) formal training courses, seminars, e-learning presentations, conferences, training for professional qualifications, on the job training, coaching and mentoring, background reading and project work.

Individual responsibilities

The Council aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in staff appraisals, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

Individual training expenses

Expenses incurred attending short term training courses, seminars etc during normal working hours, will be dealt with under our normal expense procedures.

Training Budget

The Council aims to allocate the appropriate resources to support training and development activities identified in annual training plans. The training and development budget will form part of the overall budget setting for the following year and be included in the calculations when setting the precept requirements. Training identified through the appraisal process will be approved by Council for the coming year. Additional training requests throughout the year will be reported to Council at the time and will be considered based upon need, value for money and meeting the overall aims and objectives of the Council.

Adopted September 2018

Last review October 2019

Next review due October 2020

The Clerk will be responsible for identifying any potential sources of external funding for training (e.g. government funding) and for investigating and applying for grants as appropriate.

Training Evaluation

The benefits of training activities undertaken should be reviewed by the Clerk following each activity and reported to the Council.

Evaluation and review will also be undertaken directly by the Council where substantial investment is involved.

Implementation, monitoring and review of this policy

The Council has overall responsibility for implementing and monitoring this policy, which will be reviewed annually.

Costs and payback for training courses

The Council will pay the costs of training courses subject to the following:

- We will not demand repayment where you are made redundant;
- We will not demand repayment where you have ceased employment due to retirement on the grounds of medical ill health and where no further employment is sought using the skills of this training;
- If you cease employment before you attend the training course but the Council have already incurred liability for the costs, 100% of the cost or such proportion of the costs that we cannot recover from the course provider shall be repaid;
- If you do not complete the funded training you will pay back 100% of the total cost of the course;
- If you cease employment with the Council within 0 - 18 months from completing the training you will pay back 100% of the total cost of the course;
- If you cease employment with the Council more than 18 months following completion of your training but less than 24 months, you will pay back 50% of the total cost of the course;
- If you cease employment with the Council more than 24 months service after completing the training, there will be no charge for training received;

NB. Deductions from wages

Any costs repayable may be deducted from an individual's salary or other remuneration due. If the Council intends to make any such deduction, save in relation to a final salary payment, the individual will be notified in advance and invited to make any representations they may wish about this matter, including the frequency and amounts of the deductions.