

# Training & Development Policy

## 1. Introduction

This policy sets out :-

- The Council's commitment to training
- The identification of training needs
- Financial assistance
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

## 2. Commitment to Training

**2.1** The 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 the parish.

**2.2** The Council recognizes that its most important resource is its councillors and staff and is committed to encouraging both to enhance knowledge and qualifications through further training. Some training is necessary to ensure compliance with legal and statutory requirements, the Council will consider the type of contracts staff are employed on in determining any requests. The Council requires all new councillors to undergo training and, thereafter, to attend training as appropriate to their responsibilities, such as finance, planning or chairman training.

**2.3** 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.

**2.4** The process of development is as follows:

- i. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- ii. Planning and organising training to meet those specific needs.
- iii. Designing and delivering the training.
- iv. 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 or regular meetings with the Clerk/CEO & RFO.

**3.2** Other circumstances may present the need for training:

- The Clerk/CEO & RFO should be CILCA qualified and if they are not when they are appointed should work to start attaining it within one year. Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
  - Changes in legislation
  - Changes in office software and systems
  - New or revised qualifications become available
  - Accidents
  - Professional error
  - Introduction of new equipment
  - Complaints to the Council
  - A request from a member of staff or councillor
  - delivery of new services

#### **4. Resourcing Training**

- 4.1** An allocation will be made in the budget each year to fund technical literature, training fees and travel expenses. The amount will be reviewed annually.
- 4.2** The Council subscribes to the National Association of Local Councils, Avon Local Councils Association and The Society of Local Council Clerks, in order to receive regular up-dates on matters relevant to the sector and have access to the courses and conferences which are provided.

#### **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.
- 5.2** Other considerations include the following:
- Implication of employee release for training course(s) on the operational capability of the Council
  - The most economic and effective means of training
  - Provision and availability of training budget
- 5.3** For approved courses councillors and staff can expect the following to be sponsored:
- course fee
  - examination fees
  - associated membership fees
  - one payment to re-take a failed examination
- 5.4** Councillor and staff attending assisted courses are expected to inform the CEO & RFO immediately of any absences for any reason.
- 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.
- 5.6** The Council operates a 'Training Costs Agreement'. Any staff member undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employ within 12 months of completion of the qualification they may be required to repay all costs associated with the undertaking of such training (a sliding scales applies as specified in the agreement in the Appendix. Each case to be reviewed by the Clerk/CEO & RFO, or in the case of the Clerk/CEO & RFO's training, jointly by the Chair of the Staffing Committee and/or the Chair of the Council.

#### **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
  - Study time of one day per examination (to be discussed and agreed by line manager in advance)
  - Provision of study time must be agreed with the line manager prior to the course being undertaken.

#### **7. Short Courses/Workshops/Residential Weekends (including conferences)**

- 7.1** Where staff attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.
- 7.2** Councillors and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:
- The course fee (usually invoiced following the event)
  - Travelling expenses in accordance with the Council's current policy
  - Reasonable subsistence in accordance with the Council's current policy

## 8. Evaluation of Training

8.1 Records of all training undertaken by staff will be kept in the personnel files of each member of staff.

8.2 As part of the Council's continuing commitment to training and development, councillors and staff are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake, highlighting the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

## 9. Linking with other Council Policies

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

- Equality of opportunity in all aspects of councillor and staff development
- Risk Management Policy — a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management
- Health and Safety Policy — on-going training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council's activities

## 10. Reporting on Progress

The Clerk/CEO & RFO will report to the Staffing Committee, detailing attendance at training over the year including an evaluation of courses attended.

## 11. Conclusion

The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Raise the standards of Frampton Cotterell Parish Council

The policy will be reviewed annually by the Council's Staffing Committee as to continuing fitness for purpose with recommendations for any changes made to the Council at the annual Council meeting.

## 14. Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website [www.framptoncotterellparishcouncil.gov.uk](http://www.framptoncotterellparishcouncil.gov.uk) and copies of this document will be available for inspection on deposit in the Council's offices.

## Appendix - TRAINING COSTS AGREEMENT

THIS AGREEMENT is dated .....AND IS MADE BETWEEN:-

("the Employee"); .....and Frampton Cotterell Parish Council.

WHEREAS:-

A. The Employee is employed by the Employer as a (insert job title).....

B. The Employer has booked a place for the Employee in relation to training and development in..... (insert subject) with ..... (name of training provider) ("the Course").

**IT IS HEREBY AGREED AND DECLARED THAT**

1. In consideration of the Employer meeting the costs of the Course which are set out in the Schedule to this Agreement (“the Costs”), the Employee undertakes to reimburse to the Employer the Costs if:

(i) he/she voluntarily withdraws from or terminates the Course early without the Employer’s prior written consent, including a failure to attend;

(ii) he/she is dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;

(iii) he/she resigns from the employment of the Employer

reimbursement as per the employees Statement of Terms and Conditions apply. Usually, the following repayment clause is included in employee Statements but that must be checked and the Statement of Employment overrides this Policy:

“If you leave our employment within 12 months’ then you will have to pay back any training costs that the Council has incurred for the last 12 months for you over the value of £50 on a sliding scale: - leave within 3 months 100% to be repaid, leave within 6 months 50% to be repaid, leave within 12 months 25% to be repaid. Any repayment will be net as the Council can reclaim VAT. Payback does not include any mandatory training such as health and safety. All employees will be required to sign an agreement when any training is agreed so you are reminded of the payback clause and sign to confirm the agreement. “

2. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with Clause 1 (iii) under the terms of this Agreement from his/her wages (as defined in Section 27 of the Employment Rights Act 1996) or from any other allowances, expenses, or other payments due to the Employee.

If this deduction does not cover the total amount due to the Council, any money outstanding to be repaid by the employee within three months of the date of their termination of employment.

3. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee’s employment and takes into account the derived benefit to the Employer.

This Agreement is not intended to act as a penalty on the Employee upon termination of his/her agreement.

SIGNED: ..... (name of employee)

.....(name of Councillor/Clerk) for and on behalf of Frampton Cotterell Parish Council.

NB. This Agreement must be signed by both parties prior to the commencement of the Course.

**SCHEDULE OF COSTS**

Course Fees:-

Cost of books/materials (if applicable):-

Any other expense