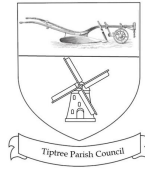


Training and Development Policy

Author	Amended	Adopted	Summary of amendments
Unknown		11 November 2019	
Claire Newton	October 2023	17 th October 2023 046/23	<ul style="list-style-type: none">➤ Update to City Council➤ Additional wording for the publication of the training register.➤ Addition of review time scale
Claire Newton	October 2024	15 th October 2024 017/24	<ul style="list-style-type: none">➤ Rewritten to include the NALC template



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1 Introduction

Tiptree Parish Council recognises that its councillors and employees are its most important resource. The Council is committed to training and development. Encouraging members and employees to enhance their skills, knowledge and qualifications to effectively contribute to achieving the Council's aims, objectives, priorities and vision, in accordance with the Council's Mission Statement.

Some training and development will also be necessary to ensure compliance with legal and statutory requirements.

To support this, funds are allocated to a training budget annually to enable councillors and staff to attend training and conferences relevant to their office.

Prospective councillors and applicants for any post within the council should be made aware of the content of this policy and the expectations placed upon them contained within.

2 Policy Statement

- I. Tiptree Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally.
- II. It is the Council's intention that councillors, the Clerk/RFO and all other employees of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices.
- III. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.
- IV. It is essential that councillors are given equal opportunity to develop their knowledge of local government and the law relating to Parish Councils. To learn new skills to promote partnership working and community engagement to become effective councillors and lead a modern and progressive Parish Council of the future.
- V. Councillor and employee development will be recognised as an integral part of the Council's business.
- VI. Where appropriate, councillors and employees will be expected to undertake a programme of Continuing Professional Development (CPD).



3 Categorising Training and Personal Development

The Council categorises training and development into three categories: Mandatory, Desirable, and Optional.

3.1 Mandatory Training

Mandatory training is legally required for the post-holder, or a qualification deemed so fundamental to the role that the Council makes it a mandatory requirement.

Examples: Health and Safety (Personal Safety, Manual Handling, Display Screen Equipment), Food Hygiene, Data Protection.

Any mandatory training or qualifications are to be stated on the job description and included in the contract for new starters, along with who is responsible for the costs of the training/qualifications.

The Council will provide reasonable assistance for employees to attain mandatory qualifications.

3.2 Desirable Training

Desirable training is not legally required for the post but is directly relevant to the individual's job.

Individuals 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.

Examples: Certificate in Local Council Administration (CiLCA), Cemetery Legal Compliance, Microsoft Excel.

3.3 Optional Training

Optional training or development is generally more beneficial to the individual's career than it is for the Council.

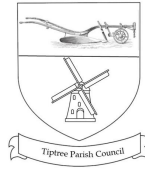
Personal development aimed at developing the skills or knowledge of an individual to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Examples: Community Governance, Town Planning Technical Support - Level 3 Diploma.

4 Guidance for Support

Since 2020, new contracts need to reference any training provided by the employer, including any requirements to gain qualifications within a stipulated timeframe. Support for qualifications, training, and personal development may include:

- Financial assistance towards the cost of tuition, examinations, and resource materials.
- Half-day release and time off for study leave and taking examinations.



5 Study Leave

Where individuals require study leave to undertake mandatory training, they will be able to take all leave within normal working hours. For non-mandatory study related to professional development, the Council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Requests for study leave must be approved in advance. Individuals are asked to write to the Clerk detailing the course of study, how it relates to their work, and the time being requested.

No study leave will be granted for studies unrelated to the individual's role, though the Clerk may consider requests for flexible working to accommodate study needs.

6 Training Needs Identified

Training and development needs will be identified through self-assessment, appraisals, the Council's aims and objectives, and changes in legislation.

- Training requirements for councillors will usually be identified by themselves, the Chair, and the Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the full Council.
- Annually, the Council will formally review the training needs of the councillors and employees at a meeting of the Parish Council.
- The Clerk is expected to keep up to date with developments in the sector and highlight any training required to the Council.

7 Resource Training

An allocation will be made in the budget each year to enable reasonable training and development, currently set at **£2500.00** for the 2025/2026 fiscal year. The Council will also consider an allocation for the payment of a subscription to the **SLCC** and **NALC/EALC** to enable councillors and employees to take advantage of training courses and conferences.

8 Evaluation and Review of Training

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content, and appropriateness. Any additional training needs identified will be incorporated into the training identification process stated in Section 6 above.

Training will be reviewed considering changes to legislation, new qualifications, new equipment, complaints received, or incidents highlighting training needs. The Clerk will maintain a record of training attended by all councillors and employees, which will be available on the Parish Council Website.



9 Review of Policy

This policy will be reviewed on a yearly basis or sooner if there are changes to relevant legislation or best practices.