

Training and Development Policy

Table of Contents

1	Introduction
2	Scope of Policy
3	Definitions
4	Aims
5	Responsibilities
6	Objectives
7	Funding
8	Planning
9	Delivery
10	Evaluate
11	Main training providers
	Related Policies – Standing Orders, Financial Regulations, Code of Conduct

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1. Introduction

Boyatt Wood Parish Council (BWPC) is an equal opportunities employer and the Training and Development policy outlines how the council will develop its capabilities, skills and competencies of its most important resource - employees and members. It is committed to promoting consistent and effective training and development relevant to the role the individual holds. With appropriately trained employees and members, the council is able to provide its services to the community and aid personnel development.

2. Scope of policy

- 2.1 This policy applies to all permanent, full-time, or part-time employees and members.
- 2.2 All employees that have successfully passed their probationary period are eligible to participate in relevant training programmes.
- 2.3 Employees with temporary/short-term contracts might attend trainings at their manager's discretion.
- 2.4 Excludes supplementary employees like contractors or consultants.

3. Definitions

Development – The process in which someone grows or changes and becomes more advanced¹

Learning – The process of getting an understanding of something by studying it or by experience².

Training - The process of learning the skills you need to do a particular job or activity³

Training and Development - Ensuring workers have the knowledge, skills and experience to fulfil individual and organisational needs and ambitions. Learning and development is about creating the right culture and environment for individuals and organisations to learn and grow.⁴

4. Aims

BWPC training and development aims is to,

- 4.1 Meet the performance needs of the council.

¹ Cambridge Dictionary

² Cambridge Dictionary

³ Cambridge Dictionary

⁴ Chartered Institute of Personnel and Development

- 4.2 Meet the changing needs of employees to ensure they can undertake their role efficiently and effectively.
- 4.3 Address the changing needs of the members, to improve understanding of their role and powers available.
- 4.4 Address the changing needs of its representative/agent including adapting to a changing environment.
- 4.5 Invest in its people, succession planning and staff retention.
- 4.6 Achieve quality status via the Local Council Award Scheme

5. Responsibilities

- 5.1 It is the responsibility of the employee/member to seek new learning opportunities.
- 5.2 It is the manager's responsibility to coach, mentor and identify employee development needs.
- 5.3 It is BWPC responsibility to facilitate any staff and member development activities and processes.
- 5.4 The Clerks responsibility is to ensure all new staff and members undertake the relevant induction programme and receive induction packs.

6. Objectives

BWPC need to identify training and development needs for individuals, in accordance with the council's strategy and objectives.

- 6.1 There are several ways to identify training needs including a skills gap analysis. This is usually conducted because of under performing, change in duties or new service delivery for the individual or if a corporate body fails to deliver or meet its objectives or changes its strategy.

A skills gap analysis can be by way of

- Changes in legislation
- Appraisal process
- Observation – Manager sessions
- Comparison of role requirements with current skill levels
- Strategic planning.

- 6.2 BWPC will support employees and members to continually improve on their performance, their leadership skills and increase engagement within and external to the council.
- 6.3 BWPC must assess its own performance and take steps to identify its weaknesses and make improvements.

6.4 When considering making any changes to work methods to improve efficiencies or effectiveness, an assessment needs to be made of how it will be implemented this includes but not limited to

- Budget,
- Timeframe,
- Relevance,
- Legislation,
- Systems,
- New services being delivered and
- Specific training

6.5 The implementation of any needs assessment requires careful planning and acknowledges that there may be short term disruption to the delivery of services.

7. Funding

7.1 Funds are made available each financial year for the development of staff and members, which covers transportation and personal expenses. If a learning programme opportunity arises that involves an overnight stay or extensive travel, authority must be sought from the Council due to the increased cost of the learning. For example, attendance at an external conference requiring overnight accommodation.

7.2 If financial support is granted for a specific qualification, such as Cilca, degree course, consideration must be given to a Learning Agreement, detailing the conditions the financial support is granted, non-exhaustive list below.

- Recouping cost if employee fails to complete course.
- Recouping cost if employee leaves within a specified time frame.
- Allocated study time
- Timeframe to complete course.

7.3 Authority to fund resource materials, learning and allocate study time which will benefit performance in the role will not be unreasonably withheld.

8. Planning

8.1 Each employee should have a training plan included in the annual appraisal process and have at least one developmental objective.

8.2 Both members and employees can create and plan their own development opportunities. This may include, shadowing, mentoring, job related coaching, self-directed learning and job rotation.

8.3 Employees are encouraged to continually develop their skills and members are encouraged to attend at least two training sessions per year, thereby increasing

the professionalism of the council.

- 8.4 All employees will be allowed sufficient time to prepare and attend approved courses.
- 8.5 Courses in excess 10 hours must have a written learning agreement in place and agreed by council prior to the commencement of the training. The agreement will include as a minimum, start, finish dates, course fees, allocated study time, resources required and training agreement repayment. Any amendments required to the learning agreement must be approved by council.

9. Delivery

- 9.1 Learning is in a variety of forms, workshops, e-learning, conferences and more. All employees and members are responsible for their own development and apply their learning to their role.
- 9.2 BWPC subscribes to relevant organisations such as Hampshire Association of Local Councils (HALC) and Society of Local Council Clerks (SLCC) who have various resources available to both members and employees. The publications such as newsletters, magazines and training opportunities should be reviewed by both employees and members on an ongoing basis.

One advantage of continuous learning is the opportunity to network with peers

10. Evaluate

- 10.1 In order to evaluate the effectiveness of the training a record must be retained of all training undertaken by members and employees
- 10.2 Clerks must record their own development on the Society of Local Council Clerks Continuing Professional Development (CPD) log.
The CPD record is to be submitted together with the end of year appraisal for assessment.
- 10.3 The Clerk will maintain the training records for members and employees. Members are responsible for advising the clerk of external relevant courses attended.

11. Main training providers

- National Association of Local Councils
- Hampshire Association of Local Councils
- Society of Local Council Clerks
- Hampshire Branch of Society of Local Council Clerks
- Eastleigh Borough Council
- Hampshire County Council