

## **DRAFT - TRAINING AND DEVELOPMENT POLICY**

### **1. Introduction**

- 1.1 Hurst Green Parish Council [the council] is committed to improving the standard of its staff and councillors by training and to support this, includes a budget for this in each financial year.
- 1.2 The council will pay for the Clerks' subscription to the Society of Local Council Clerks. It will encourage any Clerk to become a qualified Clerk. The council also pays for membership to bodies such as Sussex Associations of Local Councils.
- 1.3 The council expects all its employees to undertake relevant Continuous Professional Development (CPD) and record that they have done so.
- 1.4 It is recognised that training can take many forms. The council encourages all members to identify and consider undertaking training.
- 1.5 With regards to its councillors, as a primarily voluntary organisation the council values the time given by its councillors to their community and this policy is aimed at maximising the rewards from that time by ensuring that its councillors understand and enjoy the role they undertake in their community.
- 1.6 This policy will be reviewed at least annually by the council.

### **2. Policy Commitments**

- 2.1 The council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.
- 2.3 Publications which may assist members or staff will be purchased i.e. Arnold Baker: Local Council Administration, Standing Orders and Chairmanship, Clerk's Guides, Governance and Accountability for Local Councils etc.

### **3. Training Plan**

- 3.1 The council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 Records of all training of staff and councillors will be kept by the Clerk.
- 3.3 A training schedule will be drawn up by the Clerk for approval by the council to ensure all training is relevant, fit for purpose and is carried out in a cost effective manner. This schedule should be informed by the view of councillors and staff. Particular consideration will be given to carrying out training locally.
- 3.4 All new councillors will receive an induction pack prepared by the Clerk and invited to attend an induction meeting with the clerk and chairman of council following the parish elections every four years, where basic information relating to the council's organisation and responsibilities will be provided. New Members will be expected to take advantage of this training offered. Re-elected councillors will be invited to this meeting.
- 3.5 Any new staff will be expected to take advantage of any courses/training which may be offered which will enhance their knowledge of the roles that they may be undertaking.
- 3.6 More experienced councillors will be encouraged to mentor new councillors to pass on their skills and knowledge.

*Date adopted*

#### 4. **Professional Qualifications**

- 4.1 All staff members will be encouraged to pursue professional qualifications, such as the Certificate in Local Council Administration (CiLCA) or equivalent. It will be a requirement of the Clerk role for the job holders to hold the qualification, or commit to achieving it, or a recognised equivalent.
- 4.2 The council will meet the financial cost of registering for and submitting the CiLCA portfolio, or equivalent. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.
- 4.3 Additional higher level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

#### 5. **Staff Personal Development**

- 5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.
- 5.3 At the discretion of the council, where the cost of a personal development training course exceeds £250 the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.4 At the discretion of the council, where the cost of a personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.