



TRAINING/ LEARNING AND DEVELOPMENT POLICY

Document Version Control

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1 Introduction

- 1.1 Great Chart with Singleton Parish Council (GCwSPC) values training and development for staff and councillors. The Council will ensure that staff and councillors are provided with the means to develop and enhance their skills and abilities to deliver high quality services, management skills to plan those services, kept informed of all new and changes to legislation.
- 1.2 The objective of this policy is to provide a framework for identifying training needs for staff and councillors. In addition:

- to encourage Members and staff to undertake appropriate training/L&D
- to allocate training in a fair manner
- to ensure that all training is evaluated to assess its value

- 1.3 GCwSPC recognises its duty to provide equal access for all councillors and staff to training and development in accordance with equal opportunities legislation.
- 1.4 The objectives of this strategy are to:

2 Commitment to Training

- 2.1. GCwSPC is committed to the ongoing training and development of all Councillors and employees 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 town/village.
- 2.2 The Council will ensure that everyone has the opportunity to access training to meet the particular demands of their job or role.
- 2.3 The Council will provide resources to enable staff and councillors to access relevant training, support and sources of information.
- 2.4 Providing training yields a number of benefits:
- Improves the quality of the services and facilities that Great Chart with Singleton Parish Council provides;
 - Enables the council to achieve its aims and objectives;
 - Improves the skills base of the employees and members;
 - Produces confident, highly qualified staff working as part of an effective and efficient team; and
 - Demonstrates that the employees are valued.

3. Financial Assistance

- 3.1. It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to availability and financial resources.
- 3.2 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. Staff Training

5.1 New members of staff will receive on-the-job training as an induction which will include compulsory H&S training required by law. They will also be encouraged to attend training provided locally by Kent Association of Local Councils (KALC) and by the Society for Local Council Clerks (SLCC).

5.2 As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff can access the KALC calendar of training which is available online and can ask to enrol on a course relevant to their role or personal development at any time throughout the year. Decisions will be made subject to available training budget and other work commitments and, where necessary, decisions will be referred to the Staffing Committee for consideration.

5.3 Training is also available through 'webinars', on-line modules and discussion forums. This method of training is often a simple and cost effective way of attending a short course or update.

5.4 The Parish Clerk is CiLCA qualified and GCwSPC would expect anyone recruited to this position to hold this qualification.

5.5 In addition to formal courses, Officer updates, networking meetings, Councillor updates and sector specific AGMs are also useful.

5.6 Training needs will be considered throughout the year where training will allow staff to meet a gap in skills when the Council starts a new project or provide a new service.

5.7 GCwSPC will consider staff requests for financial support for training and decisions will be dependent on the training supporting the Council and the individual in fulfilling their role and personal development.

5.8 Where GCwSPC funds training over the value of £500 the employee must re-pay:

- one year after completion the full tuition fee is paid back to the council.
- two years after completion two thirds of the full tuition fee is paid back to the council.
- three years after completion one third of the full tuition fee is paid back to the council.

5.9 Staff will be allowed reasonable time off work to attend work related training courses. This does not apply to course assigned homework or time to prepare course portfolios.

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

- 7.1 Where attendance is required at a short course, paid leave will be granted to employees.
- 7.2 Members and staff attending approved short courses/workshops/conferences 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
 - Subsistence in accordance with the Council's current policy

8 Evaluation of Training

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

9 Conclusion

- 9.1 The adoption of a training or learning and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.
- 9.2 The adoption of a training or learning and development policy has a practical implication for Great Chart with Singleton Parish Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.