

Killamarsh Parish Council

KPC 14 Training, learning and development Policy

DETAILS OF POLICY	
Policy No	KPC 14
Policy Title	Training, learning and development policy
Committee/Working Party Responsible	Health, Safety and Wellbeing Committee
Last Reviewed	25 th March 2024
Next Review Date	March 2028

The Policy

This document forms Killamarsh Parish Council's Training, Learning and Development Policy.

The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training/learning or development.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

COMMITMENT TO TRAINING

Killamarsh Parish Council 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 village.

The Council will, each year, decide its training budget for the coming year in line with the rules laid down in the financial regulations.

Killamarsh Parish Council recognises that its most important and valuable resource is its Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements and certain roles will require mandatory training and qualifications.

The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

Providing training yields a number of benefits:

- Improves the quality of the services and facilities that the 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.

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.

The process of development is as follows:

1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
2. Planning and organising training to meet those specific needs.
3. Evaluating the effectiveness of training.

THE IDENTIFICATION OF TRAINING NEEDS

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of staff may be recognised:

- Questionnaires
- During formal interview/review
- Following confirmation of appointment.
- Formal and informal discussion

Members will be asked to identify their development needs with advice from the Clerk or appropriate body (i.e. DALC)

There are number of additional ways that the training needs of Members may be recognised:

- Questionnaires
- During review
- Following election/co-option
- Formal and informal discussion

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff

- Devolved services / delivery of new services

Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.

CORPORATE TRAINING

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops, or seminars where suitable training is identified.

FINANCIAL ASSISTANCE

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 the availability of financial resources.

Each request will be considered by the Clerk on an individual basis and the benefits to the individual and the Council will be identified.

For approved courses Members and employees can expect the following to be met by the Council:

- The course fee.
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination.

Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.

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.

The Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within 12 months of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. The employee will be asked to sign an agreement to this effect before the commencement of the training.

STUDY LEAVE

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 to be discussed and agreed by line manager in advance

SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

Where attendance is required at a short course, paid leave will be granted to employees. Members 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 in line with the Green Book
- Subsistence in accordance with the Council's current policy in line with the Staff Handbook

EVALUATION OF TRAINING

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

As part of the Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake.

LINKING WITH OTHER COUNCIL POLICIES

Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development;
- A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme.
- 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 – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

REPORTING ON PROGRESS

The Clerk will report regularly to the Personnel Committee, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

COMMITMENT TO OFFICERS AND MEMBERS

Killamarsh Parish Council has a fully integrated policy in the field of Training, Learning and Development based in this document and the commitment to funding in its regular budget. The Council supports the concept of investing in lifelong Learning and Development for members and Officers and will commit an appropriate amount of its budget on a regular sustainable basis.

The Council will work closely with the Derbyshire Association of Local Councils and avail itself of the resources of the SLCC and other bodies as appropriate to ensure high quality Learning and Development programmes.

The Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office. In

addition, skills audits will be acted upon, to ensure specialist members receive additional training along with the bulk of the Council to take account of legislative changes and new initiatives.

The Council makes the following commitment to its Officers and employees of the Council that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.