

# SOUTHWATER PARISH COUNCIL

---

## TRAINING & DEVELOPMENT POLICY

For Staff & Councillors



Prepared by:	Justin Tyler (Executive Officer & RFO)
Approved:	15 May 2024
Review Period:	Every 2 Years
Next Review Date:	May 2026

# INDEX

## Contents

1. Introduction .....	2
2. Identification of Training & Development Needs .....	2
3. Officers & Staff .....	3
4. Councillors .....	3
5. Training Methods.....	4
6. Financial Implications .....	5
7. Time Off Work .....	5
8. Evaluation .....	6
9. Recordkeeping .....	6
Appendix: Councillor Training & Development Pledge.....	7

## 1. Introduction

- 1.1. Southwater Parish Council should aspire to be a first-class Council and in order to achieve and maintain this level of performance the Council is committed to providing employees and councillors with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2. The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all legislation.
- 1.3. The Council values the time given by its councillors to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.
- 1.4. The Council will commit itself to the following:
  - 1.4.1. To develop employees and members to achieve the objectives of the Council.
  - 1.4.2. To regularly review the needs of, and to plan training and development for employees and councillors.
  - 1.4.3. To regularly evaluate the investment in training and training budgets available to both employees and councillors.

## 2. Identification of Training & Development Needs

There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. first aid, fire safety, manual handling etc.
- 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 or councillor
- Devolved services / delivery of new services

### 3. Officers & Staff

- 3.1 An employee who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee.
- 3.2 As per the Council's approved Annual Appraisal Scheme, individual training needs will be considered at each appraisal meeting.
- 3.3 Training needs should not however be left to be identified during the annual appraisal process; they may arise at any point of the year and should be addressed as soon as possible.
- 3.4 The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

### 4. Councillors

- 4.1 The Executive Officer is the Council's appointed officer with the overall responsibility for ensuring that where appropriate all members of the Council (councillors) undertake training, which will enhance their development.
- 4.2 If a councillor feels they have a training need they should discuss this in the first instance with the Executive Officer.
- 4.3 The Executive Officer will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.
- 4.4 The Executive Officer is responsible for undertaking an annual training needs analysis with councillors after each Annual Meeting of the Parish Council in May. This will look at any personal development areas or knowledge gaps a councillor may need or wish to address and importantly, consider any training needs they feel they may have with regards to committees they are members of following the Annual Meeting. This is particularly important with appointments to Chairman/Vice Chairman of the Council or any committee and with regards to the Finance & General Purposes Committees, Planning Committee, HR Committee, and Disciplinary/Grievance Panels.
- 4.5 On completing the training needs analysis, the Executive Officer will then take steps, to arrange any training required.
- 4.6 Below is a list of examples of training councillors may wish to seek:
  - Code of conduct

- Chairmanship/Chairs Training
- Civility and Respect
- Conduct at meetings
- Standing Orders
- Rules of Debate
- Role and responsibilities of councillors
- Council's Objectives
- Community Engagement
- Specific Council projects
- Budget setting
- Finances for Councils
- Planning / Neighbourhood Planning
- Disciplinary and Grievance procedures
- Appeals procedures
- Staff Appraisals
- Social media
- Section 106 / CIL

## 5. Training Methods

There are different methods in which training and development can be achieved.

Internally	If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.
Partnership	The Council has links with other partners where training can be sourced, such as through the West Sussex Association of Local Councils (WSALC) and Horsham District Council.
Day Workshops / Seminars / Webinars	When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
Conferences	Details of conferences are shared with employees and councillors, again where relevant. It is expected that the Executive Officer attends the SLCC National or Practitioners Conference every 2-years.
Professional Qualifications	Training towards a professional qualification will often be sourced through the professional body.
External Training Providers	There are numerous training providers available including NALC and SLCC. When sourcing training from an external

	provider, the Council will strive to obtain the best price and where possible, from a nearby location.
--	--

Upon identifying a training need, the employee/councillor and their line manager/Executive Officer should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

## 6. Financial Implications

- 6.1 Each year as part of the annual budget setting process, the Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analysis will be taken into consideration. The Executive Officer & RFO has responsibility for providing a suitable figure for the budget.
- 6.2 All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.
- 6.3 For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.
- 6.4 It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than a webinar, seminar, one-day event, or workshop) there is written agreement within the employee's employment contract where if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.
- 6.5 Employees or councillors attending training outside of Southwater Parish may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

## 7. Time Off Work

- 7.1 The Council will grant paid time off work for one-off training courses lasting one day or less, providing these are approved with the line manager or Executive Officer.
- 7.2 Where a training course or workshop falls on an employee's non-working day or extends beyond their normal working hours, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

- 7.3 The Executive Officer has authority to grant study days to employees in relation to courses or qualifications. Examples include ILCA, CiLCA, FILCA, PIALC, IOSH Managing Safely.

## 8. Evaluation

- 8.1 It is vital that any training undertaken is evaluated for effectiveness. With the exception of internal/on the job training, upon completing a training session/course/workshop, the employee or councillor should complete a summary of their learning and development and return this to the Executive Officer.
- 8.2 The Executive Officer (with the support of the HR Committee if required) will review the training log of employees and councillors to assess whether or not the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

## 9. Recordkeeping

- 9.1 Each employee and councillor will have a Training Log which is held by the Executive Officer. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Executive Officer to be held with these records.
- 9.2 These records will be kept in accordance with the Council's Document Retention Policy.



## Appendix: Councillor Training & Development Pledge

As a member of Southwater Parish Council, I will be representing and working for an organisation in which learning is valued.

I will be supported to undertake training and development, which I need to help me achieve and maintain a high standard of performance as a Parish Councillor.

I am entitled to:

- Equality of opportunity in all aspects of my development
- Training in areas that will support me in my role and appointments
- Support and an induction into the workings of Southwater Parish Council
- An understanding of the direction and objectives of Southwater Parish Council
- An understanding of the contribution that is expected of me
- Personal development which addresses my development needs
- Fellow members who are committed to member development

I will undertake:

- Continuous learning and development throughout my term as a member of Southwater Parish Council

I recognise that learning is a personal responsibility and I will therefore:

- Share responsibility with the Council and Executive Officer for identifying my development needs
- Take advantage of development opportunities and attend training
- Take the initiative when I recognise opportunities for learning and express my wish to attend training to the Executive Officer
- Share my knowledge with others

Parish Councillor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_