

Compton Parish Council

Training and Development Policy



Version number	1.1	Minute reference	24/093
Adopted by	Full Council	Review due	Annually
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1. Introduction

Compton Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aims and objectives. The Council will ensure that Councillors and employees 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 new legislation. The Council values the time given by its members 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.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

2.1 Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. Free training is currently provided through BALC (delivered by HALC). Training is also available through the NALC e-learning platform at <https://nalc.nimble-elearning.com/> and is currently charged at £16 per training course.

The following training is required for new Councillors:

- The Knowledge and Core Skills for Councillors (HALC/BALC)
- Standards in Public Life (NALC)

All Councillors may benefit from also attending:

- Introduction to Local Planning for Local Councils (HALC/BALC)
- Local Council Finance for Councillors (HALC/BALC)
- Budgeting for Councillors (HALC/BALC)
- Making Effective Planning Representations (HALC/BALC)

Training on specific committee areas should be attended as required, for example:

- Managing Employees in Local Councils (HALC/BALC) – Personnel Committee

Further training can be attended for specific roles such as:

- Chair/Deputy Chair: 'Chairing Skills'

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

2.2 Clerk

Annually, the Personnel Committee will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application forms and interviews, formal and informal discussions, and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

The Clerk is permitted to attend the SLCC Practitioners' Conference each year.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and a separate training budget for Councillors. When calculating each budget, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees, and one payment to re-take a failed examination.

Recouping Costs

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 one day course or workshop) a written agreement will be made that 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.

Travel Expenses

Employees or Councillors attending training 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.

4. Study Leave

Employees who are given approval to undertake external qualifications will be 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 their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

5. Record Keeping and Evaluation

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.