

# WOOTTON BRIDGE PARISH COUNCIL

## Training and Development Policy

APPROVAL DATE: May 2023  
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## **1. INTRODUCTION:**

- 1.1. Wootton Bridge Parish Council believes in supporting and investing in councillor and staff training and development; enabling them to replenish their knowledge and learn new skills, to realise their full potential, which benefits the community they serve.

## **2. SCOPE**

- 2.1. This policy applies to
  - 2.1.1. The councils 10 elected (or co-opted) councillors
  - 2.1.2. The Clerk/RFO, Deputy Clerk, and Cleaner.
  - 2.1.3. Any other permanent, full-time or part-time, employees of the council.
- 2.2. Employees with temporary/short-term contracts might attend trainings at the clerks discretion.
- 2.3. This policy doesn't cover contractors or consultants.

## **3. INDUCTION**

### **3.1 Staff**

All new members of staff joining the Council will receive an induction consisting of:

- 3.1.1. A walk around the ward and councils' provisions.
- 3.1.2. Council Induction pack and briefing session including but not limited to:
  - Standing Orders
  - Financial Regulations
  - Members Code of Conduct
  - All policies of the Council
  - Budget information
  - Map of the wards.
  - Other information deemed relevant.
- 3.1.3. Training in the skills and knowledge for the job
- 3.1.4. An annual performance review which will include consideration of additional training for personal development and additional skills to support the council's objectives.

### **3.2. Councillors**

All new Councillors, within their first six months on joining the Council, will receive an induction consisting of;

- 3.1.5. A walk around the ward and councils provisions with the Clerk.

- 3.1.6. A Councillor Welcome Pack containing copies of key documents and policies such as:
- Standing Orders
  - Financial Regulations
  - Members Code of Conduct
  - All policies of the Council
  - Budget information
  - Map of the wards.
  - Other information deemed relevant.
- 3.1.7. On becoming a member of any Committee - appropriate briefing on the Terms of Reference, and detailed knowledge required to be an effective member of the committee.
- 3.1.8. Council will ensure sufficient budget allocation to support this policy.

#### **4. GENERAL ACTIVITIES**

- 4.1. The Clerk will alert members of staff and Councillors when new training opportunities are available.
- 4.2. Training needs identified will take into consideration the overall objectives of the Council as well as the needs of the individual. This will be monitored by the relevant parties during staff appraisals, formal and informal conversations and any other methods as appropriate.
- 4.3. The Council will budget for training and development of councillors and staff.
- 4.4. The Council will encourage training and pay expenses arising from approved training.
- 4.5. There will be a library of relevant publications offering information on all aspects of local government in the parish councils offices.
- 4.6. The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- 4.7. The Council is committed to the Clerk being a member of the Society of Local Council Clerks
- 4.8. The Parish Council is committed to being members of either the Hampshire Association of Local Councils or Isle of Wight Association of Local Councils and recognises the training opportunities it offers.
- 4.9. Requests for training and development should be made via the clerk (or assistant clerk)
- 4.10. Additional training needs will also be reviewed if:
- The council obtains new equipment.
  - The council delivers new services.
  - There are changes to legislation affecting the council.
  - New, relevant qualifications are offered.

- 4.11. Additional training will also be considered following an accident, complaint, mistake, or similar instance.

## **5. TRAINING FOR COUNCILLORS**

- 5.1. The Council will ensure that all new Councillors receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.
- 5.2. Attendance of induction session explaining the role of a Councillor.
- 5.3. Access to relevant courses
- 5.4. Circulation of documentation such as briefings and newsletters/magazines.

## **6. TRAINING FOR THE CLERK AND OR OTHER ADMINISTRATIVE STAFF**

- 6.1. Induction session explaining the relevant role and other staff members.
- 6.2. The opportunity to gain the Certificate in Local Council Administration (CILCA) within 24 months of appointment.
- 6.3. Subscription to relevant publications and advice services.
- 6.4. Provision of Local Council Administration by Charles Arnold Baker, the SLCC Clerks Manual other relevant publications.
- 6.5. Regular training including but not limited to:
- Equality and Diversity
  - Health and Safety at Work
  - Workplace Hazards
  - The Reporting of Injuries, Diseases and Dangerous Occurrences
  - Lone Working
  - Fire Safety Awareness
  - Risk Management
  - Risk Assessment
  - VAT for Local Council's (Clerk/RFO and assistant)
- 6.6. The annual appraisal will be used to help identify any additional training relevant to the discharge of duties.

## **7. TRAINING FOR THE CLEANER**

- 7.1. Induction session explaining the role.
- 7.2. A tour of the relevant site(s) from the Clerk.
- 7.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- Control of Substances Hazardous to Health
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Fire Safety Awareness
- Manual Handling

7.4. Other training as highlighted during appraisals.

## **8. TRAINING FOR ANY OTHER MEMBERS OF STAFF/VOLUNTEERS**

8.1. Induction session explaining the role.

8.2. A tour of the relevant site(s) from the Clerk.

8.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Manual Handling

8.4. Other training as highlighted during appraisals/meetings.

Notes:

### **Consideration**

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record. In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

### **Categorising training and personal development**

The three categories are as follows:

#### **1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification.

## 2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals.

## 3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council. Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'

### **Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.