

# Ticehurst Parish Council Training & Development Plan

Ticehurst Parish Council is committed to developing people who can perform their jobs effectively and contribute to the services we provide.

The council is committed to recruiting, retaining and investing in our staff, to ensure we maintain a highly skilled and performing workforce. We are also committed to ensuring that our Clerk has access to the learning and development needed to undertake her role. The council also seeks where possible to support employees' development within their role and to meet their potential.

Councillors are actively encouraged to undertake learning, training and development to increase their knowledge and to adequately support them to be effective in their role as community leaders and advocates.

This policy applies to all council employees and councillors.

The development, delivery and monitoring of this policy will be undertaken by the staffing committee on behalf of council and reviewed on a regular basis.

## **Identifying staff training needs**

The staffing committee will regularly review council business needs and identify priorities for training which may include areas such as ICT, health and safety, first aid, the use of equipment, project management, legislative changes, etc.

The council's training and development needs will be prioritised in the following order:

1. Statutory , legislative and health & safety requirements
2. Service development and delivery needs
3. Personal development and continuous professional development (CPD)

Learning, training and development opportunities are available in many forms including:

- Formal training courses
- Conferences and network meetings
- Shadowing, coaching and mentoring
- Distance and E-learning
- Guided reading
- On the job training
- Continuous Professional Development (via SLCC, NALC, GAPTC, ILCM)
- Work experience and secondments

Ticehurst Parish Council will make the most effective use of these opportunities to best meet the needs identified and the resources available.

Ticehurst Parish Council has a dedicated training budget to support the training and development of its staff and councillors, which is reviewed on an annual basis.

A central record of all staff and councillor training will be maintained by the clerk.

## **Requesting and approval of training**

Individual staff training and development needs will be identified through the annual appraisal process, staff meetings and as opportunities and issues arise throughout the year.

Staff training needs identified through appraisals will be discussed and approved by the staffing committee at their annual post appraisal meeting.

Training and development opportunities that arise throughout the year will be requested by staff via the clerk who will discuss this with the Chairman/Deputy Chairman. Following consultation, the clerk is authorised to approve the training request if it meets a specific business need or priority and falls within the agreed budget, and this will be reported to the next staffing committee.

If a request falls outside this policy or clarification/changes to this policy are required then it shall be referred to the next available staffing or council meeting, as appropriate, or a special meeting convened in urgent circumstances.

Staff will be informed in writing if a request for training or development is denied and they will have the opportunity to discuss the reasons for this with the Chairman and to investigate alternative opportunities if appropriate.

Where statutory or legislative training needs are identified by the council it will be mandatory for staff to attend and the council will try to accommodate this within normal working hours wherever possible. Failure to attend may result in disciplinary action.

Staff attending training outside their contractual hours or place of work will be paid their standard hourly rate for training and travel time OR receive the equivalent time off in lieu (to be agreed as part of the training approval). Staff will also be paid mileage, accommodation and subsistence expenses in the normal way.

To achieve and retain Quality Council status and to make use of the Power of Wellbeing, the council must employ a CiLCA qualified clerk. If the clerk does not have this qualification, the Council will pay for this course and associated training materials and support the clerk in achieving this by providing suitable study time, to be agreed with the mayor/deputy mayor.

An employee who voluntarily leaves the employ of the Council before completing the whole or a defined part of a recognised qualification, shall make full repayment of the financial assistance. Financial assistance may be withdrawn in the event of unsatisfactory progress towards a formal qualification and this will be agreed by the staffing committee. Books or equipment paid for by the Council remain its property and will be returnable to the Council on completion of any courses.

Additional paid leave will be given to employees in order to sit approved examinations applicable to local government work. Also, up to three days study leave per year of course, may be awarded either prior to sitting examinations or for the purpose of completing assessed course work or assignments required by the approved training course.

## **Councillor training and development**

Councillors are responsible for their own personal development and are advised by the clerk of a wide range of training opportunities on a regular basis via council agendas and e-mail.

New councillors are particularly encouraged to attend training as part of their induction and existing councillors should attend courses as relevant to keep their knowledge up to date.

Where councillor training is a necessary part of council business such as the Code of Conduct, Quality Council status or Power of Wellbeing, Councillors must make every effort to attend.

Training for councillors is regularly provided by Sussex Association of Local Council, Rother District Council and East Sussex County Council covering areas such as:

- Code of Conduct
- Councillor roles and responsibilities
- Equalities
- Health & safety
- Local council powers and legal framework
- Employment law and managing staff
- Financial planning and management
- Chairmanship Skills
- Partnership Working
- Community Planning
- Planning
- Managing public open space and play facilities
- Changes to legislation

Councillor training relevant to their role will be paid for by the council and councillors must book training through the clerk. If a councillor fails to attend training paid for by the council, they will be asked to refund any costs incurred.

For training attended outside the parish, Councillors are entitled to claim mileage, accommodation and subsistence expenses in the normal way by completing the relevant form available from the clerk.

Adopted 3<sup>rd</sup> May 2016