



Training and Development Policy

Adopted 2nd April 2024 Minute ?

1. Introduction

Tisbury Parish Council recognises that its most important resource is its Members and Officers and therefore it is committed to encouraging them to enhance their knowledge and qualifications through further training. Some mandatory training is necessary to ensure compliance with all legal and statutory requirements.

The purpose of this policy is to encourage councillors and officers to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2. Identification of Training 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 or recommended practices
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment/systems
- 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. Training for Officers

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 is in need of training, the line manager will discuss this with the employee.

Training needs should not be left to be identified during the annual appraisal process. They may arise at any point during the year and should be addressed as soon as possible. That said, individual training needs will be considered at each appraisal meeting.

Any 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. Training for Councillors

If a councillor feels that they have a training need, they should discuss this in the first instance with the Clerk. The Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors

soon after each Annual Meeting of the Council in May. This will enable councillors to look at any personal development areas or knowledge gaps which they wish to address as a councillor or as a member of a Committee.

Below is a list of examples of internal training councillors may wish to seek:

- Code of conduct
- Chairmanship
- Planning
- Standing Orders
- Specific Council projects
- Budget setting
- Finances and cost centres
- Disciplinary and Grievance procedures, managing staff, employer duties
- Social media

5. Training Methods

There are different ways in which training and development can be achieved:

Internally:	If training can be given using 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 Wiltshire Council, the Cranborne Chase Natural Landscape, the Wiltshire Association of Local Councils and the Society of Local Council Clerks.
Day Workshops/ Seminars	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. Occasionally the Council has nominated representatives who are invited to attend, such as with the Wiltshire Association of Local Councils' annual conference.
Professional Qualifications	Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
External Training Providers	When training is provided by an external provider, the Council will always seek to obtain the best price and where possible, a course held at a nearby location.

Upon identifying a training need, the employee/councillor and their line manager/Clerk 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

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 analyses will be taken into consideration.

For approved courses the Council will cover the course fee, examination fees, and any associated membership fees.

Recouping Costs

It is the standard practice of the Council where it is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) that a written agreement be made that if the employee leaves the Council's employment within a set period of time either during or having completed the course, that the employee will be expected to reimburse the Council as per the agreement.

Travel Expenses

For councillors and officers attending training outside of Tisbury, they 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.

Time Off Work

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, after having considered the implications of the employee's release for a training course(s) on the operational capability of the Council.

Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover any absences from work.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

7. Evaluation of Training

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

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