

# **INGOLDSBY PARISH COUNCIL**

## **TRAINING AND DEVELOPMENT POLICY**

### **Purpose and scope**

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for the Clerk.

### **Identifying, Meeting and Evaluating Training and Development Needs**

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones & appraisals
- Team meetings

In addition, the council will encourage the Clerk to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and courses
- Online training

### **Consideration**

A number of factors will be taken into account when assessing a request from the Clerk. This policy provides one element of the decision-making process. Other factors will include availability of finance and the Clerk'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. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications.

#### **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.

#### **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'.

### **Guidance for support**

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

### **Study leave**

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

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the Council will consider requests for flexible working to allow the study to take place, if the needs of the council can be met.

This is a non-contractual procedure which will be reviewed annually at the Parish Council meeting in May. This policy is based on a NALC template.

Date Adopted	Version Number	New or Amended Policy	Next Review Date