



Training Policy

	Date	Minute Reference	Amended
Adopted: (Reviewed 2 years)	Sept 2019	FR19-41	
	March 2022	PER22-49	Yes
	July 2024	FC24-807c	Yes
Next Review	July 2026		

Introduction

1.1 This document forms the Council's Training Statement of Intent.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate Training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

Commitment to Training

2.1 Galleywood Parish Council is committed to the ongoing training and development of all Councillors, employees and volunteers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: *"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*

2.3 Galleywood Parish Council recognises that its most important resources are its members and staff and is committed to encouraging both members and staff to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Galleywood Parish Council provides.
- Enables the organisation to achieve its aims and objectives.
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and demonstrates that the employees are valued.

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

2.6 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

The Identification of Training Needs

3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of both members and staff may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion (e.g. as part of Annual Staff Appraisal process)

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff, Council member or volunteer
- Devolved services / delivery of new services

3.3 Employees and volunteers who wish to be nominated for a training course should discuss this with their line manager in the first instance during their appraisal or as the need arises; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

3.4 Galleywood Parish Council also recognises that Councillors also need support and training to rise to the challenges of their elected member status.

3.5 New members need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.

- 3.6 All members will receive a Councillor Induction meeting with the Clerk along with relevant documentation within 1 month of taking their seat. All new members will be given the opportunity to attend a councillor training event and annually all new Council / Committee Chairmen will be given the option of attending a Chairmanship Training course.
- 3.7 All members will be kept informed of relevant training courses and conferences particularly those offered by Essex Association of Local Councils, National Association of Local Councils and Society of Local Council Clerks.
- 3.8 Anyone wishing to attend any training event should discuss the training with the Parish Clerk who will approve the request providing this is within budget, before making any booking (under delegated authority).

Corporate Training

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

Resourcing Training

- 5.1 An allocation will be made in the budget each year to fund training fees and travel expenses. The amount will be reviewed annually.
- 5.2 The Parish Council subscribes to the National Association of Local Councils, Essex Association of Local Councils and the Society of Local Council Clerks and in order to receive regular up-dates on matters relevant to the sector and have access to the courses and conferences which are provided.
- 5.3 There may also be sufficient funds set aside for appropriate technical literature and other information.

Financial Assistance

- 6.1 It is important to note that all training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.
- 6.2 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

6.3 Other considerations include the following:

- The most economic and effective means of training
- Provision and availability of training budget

6.4 For approved courses, staff, volunteers and members can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination
- Travel expenses to attend the training

6.5 Those attending courses are expected to inform the Parish Clerk immediately of any absences. In the case of the Parish Clerk – the Chairman of the Parish Council.

6.6 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

6.7 Galleywood Parish Council will make payment of one individual membership per annum for the Clerk to a relevant professional body.

Study Leave

7.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Provision of study time which must be agreed prior to the course being undertaken.

Short Courses/Workshops/Residential Weekends (including conferences)

8.1 Where employee attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.

8.2 Members and staff attending approved short courses, workshops, residential weekends can expect the following to be paid:

- The course fee
- Travelling expenses

Evaluation of Training

- 9.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- 9.2 As part of Galleywood Parish Council's continuing commitment to training and development, members and employees are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

Conclusion

- 10.1 The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
 - Provide opportunities to network
 - Provide the skills to confront challenges
 - Encourage innovation
 - Improve the standards of Galleywood Parish Council
- 10.2 It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both members and employees.