



CITY OF ELY COUNCIL

TRAINING AND DEVELOPMENT POLICY FOR STAFF, COUNCILLORS AND VOLUNTEERS

INDEX

Purpose and scope	2
Identifying, meeting and evaluating training and development needs	2
Consideration	2
Categorising training and personal development for staff	3
Guidance for support	4
Study leave	4
Councillor training	5
Volunteer training	6
Notes on policy	7
Important notice	7

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 staff, councillors and volunteers. It applies to all staff whether full or part time, temporary or fixed term and to all councillors and volunteers.

This policy therefore shows how it enables staff, councillors and volunteers to work to their highest standards, which in turn allows the council to meet its objectives with regards to the services it provides. It wants to ensure that everyone is able to obtain the knowledge and ability to undertake their roles to the best of their ability and feels there is value in investing in the development of staff, councillors and volunteers as this will ensure that the council continues to thrive and move forward.

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
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff and councillors 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 short courses
- Online training
- Internal coaching
- Mentoring of new councillors
- Shared in-house learning resources (books, journals, DVDs etc)
- In house training
- Work shadowing
- Reflective practice
- Time for self-directed research and learning

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 for staff

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 (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food Hygiene
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. With regard to staff, 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. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

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'.

Job specific

- Community Governance

Guidance for support

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 examinations. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee:

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course
- Fails to complete the training
- Fails to attend training without good reason

Study leave

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

Where an individual requires 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.

Where an individual requires study leave to undertake training, which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of 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 Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

Councillor training

The council wants to ensure that all councillors have the opportunity to receive training and information that will enable them to undertake the role of councillor to the best of their ability. This training will be offered to them, but if councillors feel they could benefit from specific training in certain areas, eg; planning etc, they will request this directly with the clerk.

This will include:

- Induction training for new councillors on a one to one basis with the Clerk and provision of written information for new councillors
- Provision of relevant documents, eg; code of conduct, council's standing orders, all council policies and procedures, information regarding declaring interests and the different types of interests, privacy notice for staff, councillors and volunteers and any other relevant documents
- Provision of copies of the latest versions of the Good Councillor's Guide, the Good Councillors Guide to Finance and Transparency, National Planning Policy Framework, a councillor's workbook on effective councillor/officer relationships and any other relevant documents
- Opportunities to attend new councillor training, if applicable or refresher councillor training
- Opportunities for any councillors to attend trainings course relevant to the duties and services of the council. These could be by national providers, eg; Society of Local Clerks and Councils or local organisations such as Cambridgeshire & Peterborough Association of Local Councils
- Attending chairmanship training if relevant

All training will be provided at the cost of the council, provided it is relevant to the role of the councillor and the council has funds within the training budget to cover the expenditure.

Volunteer training

The council values all volunteers and aims to provide the appropriate training for them to carry out the duties they volunteer for within the council. After a successful interview, volunteers will be invited to attend induction training, covering general Health & Safety, Equality & Diversity, and Safeguarding. In addition, there may be on-site/venue-specific Health & Safety, Fire and Emergency Evacuation procedures, and volunteers will be introduced to their service manager/supervisor.

This will include:

- Regular, informal catch ups to identify any areas where training or development is required
- Training provided for all aspects of the role they are undertaking to ensure compliant with health and safety and any legal requirements
- Having a settling in period to ensure the role suits the volunteer
- Operate a buddy system

All training will be provided at the cost of the council, provided it is relevant to the role of the volunteer and the council has funds within the training budget to cover the expenditure.

This policy will be reviewed on an annual basis.

Approved and adopted on the 22nd May 2023

Signed

Cllr C Phillips

Chairman of the Council

Notes

1. Green Book terms

As the council adopts the Green Book terms and conditions of employment, staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

2. “Being a good employer – a guide for parish and town councillors”

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.

Important notice

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

This original template has been amended to suit the requirements of the City of Ely Council and additional information is included within this, which was not part of the original template.