

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

Identifying, Meeting and Evaluating Training and Development Needs

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

- Induction and probationary periods
- Appraisal
- Council meetings
- Annual plan
- Change to 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 including shared in-house resources
- Work shadowing when appropriate

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 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

1 – Mandatory - Some mandatory training may be specific to a particular role whilst other training may be a generic requirement. Examples of mandatory training include: Health and Safety, Data Protection.

2 – Desirable - Desirable training is not legally required for the post but may be directly relevant to different roles. A desirable qualification is likely to enhance the skills or reputation of the council. Example of these; Cemetery Legal Compliance, CiLCA, Microsoft Excel.

3 – Optional - Optional qualifications or training may or may not link directly to individuals roles. This can be seen as more personal development aimed at developing the skills or knowledge of the attendee. Examples of these; Community Governance, Town Planning Diploma.

General Guidance

Since 2020 new contracts need to referenced 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.

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.

Any qualification or training required for employees by the council will be covered by the councils' finances. Time to complete these qualifications or training will be discussed with the Parish Council, study leave to undertake mandatory training will be able to be taken during normal working hours or paid extra hours but must be approved in advance.

No study leave will be granted where individuals undertake study which is not required or directly related to their role.

— policy ends here —

Accepted by FCM and Adopted: March 2026

Date for next review: March 2028

Review: Bi-Annual

Amendment Notes -

Date accepted by FCM	Amendment