



ALDERHOLT PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

Introduction

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and also Councillors. It applies to all staff whether full or part time, temporary or fixed term.

Alderholt Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of the Parish in a professional manner. To that end, the Council's intention is that the staff and Councillors are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices.

The Council will procure or provide such training and development opportunity as it deems necessary for the delivery of its work.

Identifying Training and Development Needs

If a member of staff feels they have a training need they should in the first instance discuss this with either the Clerk or the Chairman of the Staffing Committee. Similarly, if it is felt that an employee needs training, the Clerk or the Chairman of the Staffing Committee will discuss this with the member of staff.

Individual staff training needs will be discussed as part of the annual appraisal process, however, training needs may arise at any point during the year and should be addressed as soon as possible.

Clerk/RFO - Once appointed the training needs for the Clerk will depend on previous qualifications and experience/training courses already attended. Training must continue even for experienced qualified Clerks to keep them up to date. The Chairman and Staffing Committee will often, with the help of the Clerk, be able to advise on areas that need to be focused on.

If a Councillor feels they have a training need this should be raised 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 as soon as practicable 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. The Clerk should also advise on training courses available to Councillors.

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

- Induction and probationary periods
- Following confirmation of election/appointment
- Legislative requirements
- Changes in legislation or recommended practices
- Changes in systems
- New or revised qualifications become available

- New working methods and practices
- Complaints to the Council
- Devolved services/ delivery of new services

In addition, the Council will encourage staff 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
- Shared in-house learning resources (books, journals etc)
- In house training
- Time for self-directed research and learning

Staff and Councillors should understand that training is an ongoing process and will ensure they can better understand the law, finances and general running of a good practice Parish Council.

Consideration and Allocation of Training

A number of factors will be considered when assessing a training request, including relevance to the role, benefits to the Council and availability of finance. Any mandatory training or qualifications are to be stated in the job description such as a newly appointed Clerk/RFO obtaining the Certificate in Local Council Administration (CiLCA).

Resources for Training

Annually the Council will discuss and allocate a set budget for training and development for staff and Councillors. The Council will also discuss and allocate a set budget for the subscriptions of the SLCC for the Clerk along with membership fees for DAPTC to enable staff and Councillors to take advantage of their training courses and conferences. Purchases of relevant resources such as publications will be considered on an ongoing basis.

All staff and Councillors attending training may claim travel expenses if attending training outside of Alderholt. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

The Council reserves the right to reclaim financial support where a member of staff:

- Leaves the Council during the duration of the course (this being an actual course or qualification, rather than one day course or workshop), or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study Leave

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 may be accrued for hours in attendance at the training. An employee undertaking a longer training course or qualification will require approval by the Council and maybe required to use TOIL to cover any absences from work. Where an employee requires time off work for a

work-related exam or study leave prior to a work-related exam, the Council will be flexible when considering the request, providing adequate notice is given by the employee.

Evaluation of Training

It is important that any training undertaken is evaluated for effectiveness and Councillors and staff are asked to provide feedback on the value and effectiveness of the training they undertake.

Record Keeping

Training logs for staff and Councillors will be securely held and will be updated with any training undertaken. Copies of any attendance or qualification certificates should be passed to the Clerk and will be held with these logs. Records will be kept in accordance with the Council's Documents and Retention Policy.

Adopted: 11th October 2021 (Min:129/21)

Reviewed and Amended: 8th September 2025 (Min:171/25)