

# COMBERTON PARISH COUNCIL



## TRAINING AND DEVELOPMENT POLICY

*(based on the NALC guidelines 2019)*

Comberton Parish Council is an organisation which recognises the value of learning. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a higher level of service to the residents of Comberton.

### **The Council will commit to:**

- Develop employees and Members to achieve the objectives of the Council to meet the needs of the parish.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

### **All are entitled to:**

- Equality of opportunity in all aspects of their development.
- An induction programme into their own role as well as to the workings of Comberton Parish Council.
- An understanding of the objectives of the council.
- An understanding of the contribution that is expected of them.

### **For staff:**

- Clear and measurable objectives for their performance at work.
- An annual review of their performance, role and training needs.
- A personal development plan which addresses their development needs.
- A Chairman and Council who are committed to staff development.
- Paid release from work commitments to undertake training.
- Training and certification in accordance with all legal and statutory requirements according to their role.
- Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and should be addressed as soon as possible. That said, training needs will be considered at an appraisal meeting.

### **For Members:**

- New Councillors will be given a new councillors pack when joining the Council.
- New Councillors will be encouraged to undertake training provided by CPALC.
- If the whole Council requires training on a particular subject the clerk will source the appropriate provision.
- If a Councillor feels they have a training need, they should discuss this with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.
- The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have.

### **For Volunteers:**

- Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment. The training must be sufficient to ensure the Health & Safety of the volunteers and any people who might be affected by the work, as far as is reasonably practicable.

### **Resources:**

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councilors. When calculating this, any training needs identified in the annual appraisal process and Parish Councilors training needs analysis will be taken into consideration.

### **Main Providers:**

- Cambridgeshire & Peterborough Association of Local Councils.
- Society of Local Council Clerks.
- National Association of Local Councils.

### **Categorising training and personal development**

To ensure that the council can 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:

#### **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).

Examples of mandatory training include:

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

## **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.

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:

- Certificate in Local Council Administration (CiLCA)
- 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 to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

It is vital that any training undertaken is evaluated for effectiveness. Except for internal and on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk. This will be used to review training in the future.

**Adopted by Comberton Parish Council in February 2022**

**To be updated: January 2023**