

# Policy

## Training & Development Policy

This Procedure is a document that sets out the organization’s approved and agreed practices. Any deviation must be discussed with the originating author.

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5	Para 9 and Annexes	Addition of probation and annual appraisal templates	Nov 23
6	Para 9a & b	Annual Review. Addition of new para 9a and b.	May 24

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## 1. DOCUMENT CONTROL SHEET

<b>Purpose of document:</b>	To detail the Parish Councils policy for training and development for its staff and councillors
<b>Dissemination:</b>	This policy will be disseminated to all staff and council members and be made available on the parish website
<b>Implementation:</b>	This document will be accessible via the parish council website and is applicable to all staff and council members.
<b>Review:</b>	This document will be reviewed in 2025 at Annual Meeting unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
<b>Documents replaced or superseded by this document:</b>	Nil
<b>This document supports (enter Standards and Legislation:</b>	Nil
<b>Key related documents:</b>	Good Councillor Guide (latest edition)
<b>Financial Implications:</b>	This document has potential financial implications for the Billingham Parish Council.
<b>Key word search</b>	Training, Development

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### **3. Introduction**

a. Billingham Town Council (hereafter referred to as The Council) is committed to training its staff and council members and recognises that well trained and informed staff promote good practise within its organisation.

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

### **4. Identifying, Meeting and Evaluating Training and Development Needs**

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

- i. Induction and probationary periods.
- ii. One-to-ones.
- iii. Appraisal.
- iv. Workforce planning.
- v. Team meetings.
- vi. Annual plan.
- v. Change processes.

b. 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:

- i. Attendance at conferences, seminars and short courses.
- ii. Online training.

- iii. Internal coaching.
- iv. Shared in-house learning resources (books, journals, DVDs etc.).
- v. In house training.
- vi. Work shadowing.
- vii. Time for self-directed research and learning.

## 5. Consideration

- a. 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.
- b. 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.

## 6. Categorising training and personal development

- a. **Mandatory.** Mandatory training is legally required for the Councillor or member of Council staff, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Mandatory training or qualifications should be stated in the job description. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification. Some mandatory training may be specific to a particular role whilst other training may be a generic requirement. Examples of mandatory training include Code of Conduct and Health and Safety (Personal Safety, Manual handling, Display Screen equipment) and Data Protection.
- b. **Desirable.** Desirable training is not legally required for the role, but it is directly relevant to the individual's role. Desirable training or qualifications should be stated in the job description but may 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) or Cemetery Legal Compliance.
- c. **Optional.** An optional qualification or optional training may not be directly linked to the individual's current role. 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'.

## 7. Strategy and Commitment

- a. The Council will identify training needs in the light of the overall objectives of the

Council and the requirements of each individual. This will be done for staff by means of staff appraisal and supervision processes (where appropriate).

b. All Councillors are encouraged to participate in introductory and advanced training offered by the Lincolnshire Association of Local Council's (LALC) and /or the National Association of Local Council's (NALC) and other courses relevant to their council and committee roles. Notice of relevant training opportunities will be circulated by the Clerk to all as they are received.

c. The Council recognises that it must also be responsive to certain situations such as:

- i. Changes in legislation.
- ii. Changes in Quality Assurance Systems / Schemes.
- iii. New and revised qualifications (eg. CiLCA revision(s)).
- iv. Accidents and Incidents.
- v. Professional errors and mistakes.
- vi. New equipment and software systems.
- vii. New working methods.
- viii. Complaints to the Council.
- ix. Requests from staff and councillors.

d. The Council will encourage its councillors and staff to participate in relevant training and pay expenses arising from such training provided it has been approved in advance by resolution of the Council or the Parish Clerk (where appropriate).

e. The training offered to both councillors and staff will be no less than the mandatory training required for the role.

f. The Council are committed that all of its new members receive adequate training at the earliest opportunity in their term of office.

g. Training will be provided for staff and members (where appropriate) in matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2015.

h. Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.

i. The Council has a commitment to membership of the LALC recognising that it is a lead provider in training for Councillors and staff.

j. The Council will make provision for its Clerk to be a member of the Society of Local Council Clerks (SLCC) recognising that it is a lead provider in training for officers.

k. The Council will ensure that training for both councillors and staff is adequately covered as a training item in the annual budget and that it will be reviewed annually.

l. The Council will ensure that there is adequate budget provision for membership of the LALC and the SLCC.

## **8. Study Leave**

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

b. Where individuals require 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. Para e applies.

c. Where individuals require 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. Para e applies.

d. 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.

e. 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.

## **9. Appraisals**

a. Each member of staff will receive a staff appraisal (once a year) and this will be an opportunity to discuss any training needs.

b. Probationary interviews will be held at the mid point of the probation period and at the end point. This will normally be at six weeks and three months, but individual staff contracts will specify.

c. Annex A is a template that can be applied to assess any member of staff during and at the end of their probation period. Whilst initially established for the Clerk role, the subjects for review can be amended within the template as required.

d. Annex B contains the annual appraisal template to be used for all staff annual appraisals.

**STAFF PROBATIONARY REVIEW**

The following is a review of the work of the Clerk to be undertaken by the nominated Councillors / Panel and the Clerk together. This will be conducted at the 6 week point and at the end of the 3 month probation period and as required for any extension of the probation period.

**It is helpful if the Clerk / Councillors / Panel inform each other of items each wish to raise in advance of the review.**

Previous review date	Outstanding matters	Actions outstanding

Area of work	Comments eg: What has worked well What has worked not so well Training required Office equipment required	Actions to be taken by Clerk / Council
Administration of meetings (including agendas and minute notes, preparation of financial report)		
Liaison with NKDC and LCC and other relevant statutory bodies.		
Awareness of Council Policies and procedures and routes to check for changes in legislation etc		

General administration and communication between meetings		
Home / Office issues and facilities including filing, computer, printer, telephone, fax		
Application of planning and development process, comments etc.		
Application of processes for payment of invoices and receipts of income		
Application of process for payment of salaries, taxes and pension fees.		
Application of process for administration of cemetery activities		
Line management of deputy clerk and litter picker		
Management of council's financial procedures and records.		
Management of asset register		
Job description review		
Training and development		
Other		



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Signed

Signed

Clerk

Nominated Councillors

Date

Date

# STAFF APPRAISALS

## PERSONAL PERFORMANCE & DEVELOPMENT

NAME.....

JOB.....

DATE OF APPRAISAL.....

### PURPOSE

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete this form prior to the appraisal as it will form the basis of the meeting.

## Section 1

### Employee to complete this section:

Please use your knowledge of your day-to-day work to complete this section.

1	How much satisfaction have you gained from your employment with the Council in the past twelve months?	NONE	0 – 1 – 2 – 3 – 4 – 5	A LOT
Comments:				
2	How much have you enjoyed doing your day to day work in the past year?	NOT AT ALL	0 – 1 – 2 – 3 – 4 – 5	A LOT
Comments:				
3	How difficult has your job been in the past year?	VERY	0 – 1 – 2 – 3 – 4 – 5	NOT AT ALL
Comments:				
4	How well do you think you have performed in your job in the past year?	NOT TOO WELL	0 – 1 – 2 – 3 – 4 – 5	VERY WELL
Comments:				
5	How helpful has your Line Manager / the Councillors been?	NOT VERY	0 – 1 – 2 – 3 – 4 – 5	VERY HELPFUL
Comments:				

6	<p>How supportive has your Line Management been?</p> <p style="text-align: center;">NOT VERY      0 – 1 – 2 – 3 – 4 – 5      VERY SUPPORTIVE</p> <p>Comments:</p>
7	<p>Do you have all the skills and knowledge you think you need to do your job?</p> <p style="text-align: center;">NO      0 – 1 – 2 – 3 – 4 – 5      ABSOLUTELY</p> <p>Comments:</p>
8	<p>How often are you asked to do new or difficult jobs?</p> <p style="text-align: center;">NEVER      0 – 1 – 2 – 3 – 4 – 5      ALL THE TIME</p> <p>Comments:</p>
9	<p>If you answered between 3 and 5 to question 8 how easy is it to ask for help?</p> <p style="text-align: center;">IMPOSSIBLE      0 – 1 – 2 – 3 – 4 – 5      VERY EASY.</p> <p>Comments:</p>

## Section 2

### Objective Setting

Based on your experience please answer the following questions.

1 List up to 5 things the Council does well for you:

1.....

2.....

3.....

4.....

5.....

2 List up to 5 things the Council could do better to help you:

1.....

2.....

3.....

4.....

5.....

3 If the Council did everything you listed in question 2 above, how would this affect your attitude to your employment?

NO DIFFERENT    0 – 1 – 2 – 3 – 4 – 5    MUCH HAPPIER

**Section 3**

**To be discussed by the Employee and Appraiser during the Appraisal interview.**

1	What is the agreed level of performance:  UNACCEPTABLE                      0 – 1 – 2 – 3 – 4 – 5                      VERY GOOD
2	What do both parties agree the Employee has achieved in the past year?
3	What have both parties agreed needs to be improved by the employee?
4	How will the Council help the Employee to achieve that improvement in the next twelve months?
5	Agreed Action Plan for the next twelve months:

**SIGNATURE**                      .....

**DATE**                      .....

**NAME OF EMPLOYEE**                      .....

**SIGNATURE**

.....

**DATE**

.....

**NAME OF APPRAISER**

.....