

HARTINGTON UPPER QUARTER PARISH COUNCIL

Training Policy

Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training opportunities for all staff and councillors. The Council considers provision of suitable training to be important.

Identifying and meeting training needs

Training needs will be identified from a variety of sources, including discussions and meetings. The Council will seek to provide a variety of training and learning methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house resources (books, journals, videos, etc.)
- Work shadowing

Those undertaking agreed training are entitled to payment of all prescribed fees and other relevant expenses arising. Also, employees will usually be entitled to payment of normal earnings while undertaking agreed training, and to paid leave for the purpose of sitting required examinations.

Budgets

The Council is committed to always endeavouring to make adequate budgetary provision for training of both staff and councillors when setting each year's budget and precept.

Consideration of training requests

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 suitability for the training requested.

To assist the Council in consistently evaluating requests, training opportunities may be viewed according to the following categories:

1. Mandatory

Mandatory training is legally required for the role, or is for a qualification deemed to be so fundamental to the role that the Council makes it a mandatory requirement (e.g. CiLCA – Certificate in Local Council Administration). Any mandatory training or qualifications are to be stated on relevant job descriptions. Where a qualification is mandatory, the Council will provide reasonable assistance for the employee to attain the qualification (see the section entitled 'Support to employees' below).

2. Desirable

Desirable training is not legally required for the role, but it is directly relevant to it (e.g. 'Councillor Essentials' training for new councillors). Any desirable training or qualifications are to be stated on relevant job descriptions. A desirable qualification is likely to enhance the skills and reputation of the Council.

3. Optional

Optional training may not be directly linked to the individual's current role, but may be to a role they may occupy in the future. However, depending on the circumstances, training for succession may be deemed 'desirable' rather than just 'optional'.

Support to employees

Support provided by the Council towards an employee obtaining a qualification can include financial assistance towards the cost, in addition to time off for study and taking the examination, at the discretion of the Council.

Any financial support in excess of £250 will always be conditional upon the employee's agreement to either full or partial repayment of that financial support where the employee:

- leaves the Council during the course's duration or up to 1 year following completion of the course.
- fails to complete the training.
- fails to attend training without good reason.

Study leave

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 Chair 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.

Training of councillors

No councillor can be compelled to attend any training. Nevertheless, the Council's policy is to encourage them to do so.

[End]