



Aldenham Parish Council

Staff & Councillor

Training Policy

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1.0 Introduction

- 1.1 This policy sets out Aldenham Parish Council (APC) commitment to training and its benefits. The objective is to encourage councillors and staff to undertake training that supports the work of the council.
- 1.2 Training can be defined as 'A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.

2.0 Types of training

- 2.1 Some training is required to meet statutory compliance such as Health & Safety and other legal obligations on the council and its staff.
- 2.2 APC will expect its Senior Management Team to undertake a programme of Continuous Professional Development (CPD) in line with the requirements of their professional body (i.e. SLCC).
 - Provide adequate resources to control the H&S risks arising from APC work activities.
 - Provide adequate training and ensure that all employees are competent to do their tasks.
 - Provide an organisational structure that defines the responsibilities for H&S.
 - Provide information, instruction and supervision for employees.
 - Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

3.0 Identifying Training Needs

- 3.1 Councillors and staff will be asked to identify ways that training needs they have with advice from their line manager and the Council Manager (CM). This will be carried out formally for staff during their appraisals/1-1's.
- 3.2 Other ways of identifying training needs could be questionnaires, interviews, following appointment and informal discussions.
- 3.3 There are also legislative requirements that make some training compulsory, especially H&S such as 'Manual Handling'.

- 3.4 A review will also be carried out on training needs following, changes in legislation, new equipment or systems purchased, accidents or near misses, complaints to the council, staff member feedback/suggestions or delivery of new services.
- 3.5 Staff who want to be nominated for training should first discuss this with their line manager.

4.0 All staff training

- 4.1 There are instances where all staff will attend training, either in house, on-line or provided by external providers, which APC will fund through the training budget.
- 4.2 This training will ensure, as far as possible that staff meet and understand their legal obligations.
- 4.3 Such training will include, but not confined to, H&S, Risk Management and Equal Opportunities.
- 4.4 There will also be at least one staff event over the year aimed at boosting staff welfare.

5.0 Financial Assistance

- 5.1 Training provided by external providers including attendance on college courses (day release or on-line), must be appropriate to the needs of APC. Each request will be assessed on an individual basis by the line manager and the CM.
- 5.2 This review will include, comparing providers of courses, the content and its appropriateness, but there will be a preference for staff to attend local colleges or on-line.
- 5.3 There will also be a review of the budget allocated for training as well as, implications on the travel budget and the amount of time that the staff member will not be available to carry out their normal duties.
- 5.4 If approved APC will meet the costs of course fees, any exam fee (plus one retake if necessary) and membership of associated body (if this is requirement of the final certificate), travel and subsistence allowance.
- 5.5 Staff are required to advise their line manager if they were unable to attend the college course using the same procedure outlined in the APC Absence management policy.

- 5.6 Failure in undertaking any college exam may result in APC withdrawing future training requests and possibly requesting re-imbusement of course fees.
- 5.7 APC operates a 'Return of Service' agreement. Any staff member attending a college or on-line course qualification which is over £1,000, will be advised that should they leave APC's employment either during or within one year of the course ending they will be required to repay all the associated costs of the training. Within two years this will be reduced to 50% of the costs and in year three this is reduced to 25%. If the staff member takes up employment with another Local Government provider this requirement may be waived at the discretion of the CM.

6.0 Study Leave

- 6.1 Staff who are given permission to attend college courses are granted the following;
- Study time to attend day release courses
 - Time to sit exams
 - Study time of one day per exam prior to the exam (dates to be agreed with the line manager in advance).

7.0 Short Courses/Workshops/Residential

- 7.1 Where attendance at a short course a full day of paid leave will be granted for this. (i.e. not taken out of staff annual leave).
- 7.2 If, following discussions with the line manager (and if within the training budget), APC will pay all costs associated with any residential course including mileage and subsistence. This will include paid leave; weekend residential courses should be avoided wherever possible.

8.0 Councillor Training

- 8.1 All councillors will be provided with the following training, it is expected that councillors will attend those courses appropriate to them.
- Induction training (provided by either In-House or HAPTC)
 - Planning Training (provided by In-House, HAPTC and on-line)
 - Finance Training (provided by In-House and HAPTC)
 - Code of Conduct (provided by HBC)

Or any other training provider that is deemed appropriate.

9.0 Evaluation of Training

- 9.1 Records of all training undertaken by staff and councillors will be kept on each staff members file, and on a central record.
- 9.2 All staff will be asked to provide feedback on any courses attended. This will be used to assess the relevance of the course for future staff.

10.0 Reporting and Progress

10.1 The CM will report annually at the annual meeting of the council on training that had been undertaken in the previous year.