Tidenham Parish Council -   TRAINING & DEVELOPMENT POLICY

1.0   Introduction

1.1 This document constitutes the council's training and development policy for its staff and councillors. It sets out:

- the council's commitment to training and development;
- the identification of training and development needs;
- financial assistance;
- study leave;
- short courses/workshops;
- evaluation of provision;
- links with other policies;
- reporting on progress.

1.2 The objectives of this policy are to:

- encourage councillors and staff to undertake appropriate training and development.
- allocate training in a fair manner;
- ensure that all provision is evaluated in order to judge its value to both the council and individuals.

2.0   Commitment to Training and Development

2.1 Tidenham Parish Council is committed to the ongoing training and development of all councillors and staff to enable them to make the most effective contribution to the council's aims and objectives in order to provide the highest quality representation and services for the people of the parish.

2.2 In this policy document training and development are defined as follows:

- **Training** is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance of the Parish Council.

- **Development** is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining the performance of the Parish Council, councillors and staff in terms of knowledge, skills and behaviours.

2.3 Tidenham Parish Council recognises that its most important resource is its staff and councillors, and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

2.4 The council expects its staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

2.5 Providing training and development realises a number of benefits:

- improves the quality of services and facilities that the council provides;
- enables the council to achieve its aims and objectives;
- improves the skill base of both staff and councillors, leading to confident, qualified people who are able to operate as part of an effective and efficient team;
- demonstrates that both staff and councillors are valued as individuals and as members of a team.

2.6 Training and development will be achieved by including a realistic financial allocation in the annual budget, as well as taking advantage of any relevant partnership or available in-house provision.

2.7 The process of provision will be as follows:

•   Training and development needs will be identified by considering the overall objectives of the council in conjunction with the requirements of individuals;
•   Appropriate training and development will be planned and organised to meet these specific needs;
•   Where necessary, training and development will be designed and then delivered to those who require it;
•   The effectiveness of the training and development will be evaluated.

2.8 Tidenham Parish Council will ensure:

•   provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council;
•   subscription to relevant publications, advice services and membership of relevant local council associations;
•   provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house);
•   circulation of briefings, newsletters and magazines.

3.0   Identification of Training and Development Needs.

3.1 **Staff** will be asked to identify their training and development needs as follows:

•   The clerk – during regular meetings with the Chairman and Vice Chairman;
•   Other employees – during regular meetings with the clerk;
•   All employees – during annual appraisal review.

3.2 **Councillors** will be asked to identify their training and development needs:

•   at any point during their tenure;
•   as a result of parish council and/or group meetings;
•   in conversations with other councillors and/or the clerk or other staff;
•   in order to develop knowledge to fulfil their lead councillor roles.

3.3 There are a number of additional ways in which the training and development needs of both councillors and staff may be identified, such as:

•   questionnaires;
•   during interview;
•   following confirmation of appointment;
•   formal and informal discussion.

3.4 Other circumstances may also present the need for training and development, such as:

•   legislative requirements;
•   changes in legislation;
•   changes in systems;
•   membership of council committees eg. Planning and Highways;
•   new or revised qualifications becoming available;
•   accidents;
•   professional error;
•   introduction of new equipment;
•   new working methods and practices;
•   complaints to the council;
•   a request from a member of staff;
•   devolved services / delivery of new services.

3.5 Staff and councillors who wish to be nominated for training and development provision should discuss this in the first instance with either their line manager or the clerk (as appropriate) upon which it will be determined whether the training and development is relevant to the council's needs and/or service delivery.

3.6 Appropriate training and development will be necessary to ensure that both staff and councillors are aware of their legal responsibilities or the council's requirements, eg. health and safety, risk management, employment law and equal opportunities. Both staff and councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

3.7 As a minimum requirement the clerk will hold, or will commit to achieving with one year of appointment, the Certificate in Local Council Administration (CiLCA).

3.8 Newly appointed staff will be required to attend the appropriate parts of the Clerks – The Knowledge parts 1 – 3 Courses (GAPTC) as soon as practicable after joining the council.

3.9 As soon as practicable after joining the council, a parish councillor will attend an induction training session with the Clerk at which an induction training pack will be issued. The pack will include the following:

•   contact details for Tidenham Parish Council members, the clerk and other employees;
•   Code of Conduct for councillors;
•   Standing Orders & Financial Regulations;
•   the council's Complaints Procedure;
•   terms of reference for committees and groups, and membership of those committees and groups.
•   meetings' calendar;
•   Asset Register;
•   annual budget and financial statements;
•   a copy of the council's emergency plan;
•   details of Tidenham Parish Council's website www.tidenhamparishcouncil.co.uk;
•   any other relevant and current information.

3.10 All new parish councillors will attend the Being a Better Councillor course provided by Gloucestershire Association of Parish and Town Councils (GAPTC) subject to course availability and as soon as practicable, to familiarise themselves with the general work of a parish council.

3.11 Councillors may be required to undertake refresher training eg. Being a Better Councillor Course after 5 years of tenure.

4.0   Financial Assistance

4.1 All sponsored training and development must be appropriate to the needs of the council, be relevant to the individual's role, and is subject to the availability of financial resources.
Each request will be considered on an individual basis and the benefits to the individual and the council will be identified.
In order to ensure the best cost effectiveness, councillors and staff will be required to attend the nearest venue offering the required provision, unless an alternative is authorised by full council in the interest of operational effectiveness or 'best value'.

4.2 Other considerations include the following:

•   the implications of staff release for training and development courses on the operational capacity of the council;
•   the most economic and effective means of providing training and development;
•   the provision and availability of a training and development budget.

4.3 For approved courses staff can expect the following to be sponsored:

• the course fees;
• examination fees;
• associated membership fees;
• one payment to re-take a failed examination.

4.4 Councillors and staff attending financially assisted courses will be required to immediately inform the clerk or their line manager of any absence, giving reasons.

4.5 Failure to sit an examination may result in the council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

4.6 Any employee undertaking post-entry qualifications funded by the council must be aware that should they leave Tidenham Parish Council employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training.

5.0   Study Leave

5.1 Employees who are given approval to undertake external qualifications are granted the following:

• study time to attend day-release courses;
• study leave to complete the CiLCA qualification;
• time to sit examinations;
• study time of one day per examination (to be discussed and agreed by their line manager in advance);
• provision of study time must be agreed with the council prior to the course being undertaken.

6.0   Short Courses/Workshops.

6.1. Where attendance is required at a short course, a full day of paid leave will be granted for staff.

6.2 Councillors and staff attending approved short courses/workshops can expect the following to be paid:

• the course fee (usually invoiced before or following the event);
• travelling expenses in accordance with the council's current policy.

7.0   Evaluation of Training and Development.

7.1 Records of all training and development undertaken by councillors and staff will be kept.

7.2 As part of Tidenham Parish Council's continuing commitment to training and development, councillors and staff will provide feedback on the value and effectiveness of the provision they undertake, highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the council.

8.0   Linking with Other Council Policies.

8.1 This training and development policy will link to the following council policies:

• various HR policies;
• equality of opportunity in all aspects of councillor and employee development;
• a commitment to training and development greatly assists in achieving good governance and an effective system of risk management;
• ongoing training and development are key to ensuring a positive approach to health and safety is embedded throughout the council.
• undertaking training and development is a clear indication of continuing professional development (CPD).

- **9.0 Reporting on Progress & Review.**

9.1 The clerk will report annually to the full council detailing attendance at training and development events over the year.

9.2 The adoption of this training and development policy will achieve many benefits for Tidenham Parish Council. It will assist in demonstrating that the council is committed to continuing professional development and enhancing the skills of both councillors and staff.

9.3 This policy will be reviewed by full council every two years.

Adopted September 2021 – Minute ref: 2021/22 September Page 14 Item 18.

Reviewed and re-adopted 20th July 2022 Minute 2022/2023 Page 11 Item 15 (g)

To be reviewed September 2023

TIDENHAM PARISH COUNCIL – TRAINING AND DEVELOPMENT RECORD

NAME	TRAINING / DEVELPOMENT UNDERTAKEN	CPD Points
Carol Hinton - Clerk	NALC – Young people event – May 21 CiLCA successfully completed - Sept 21 Character Assessment Training – August 21 Community Land Trusts Overview – Sept 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 Returning Officer – local election briefing – Feb 23 GRCC - Housing Needs Survey and Council options – Feb 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	1 20 2 1
David Stevens – Clerk's Assistant	Character Assessment Training – Aug 21 Community Speedwatch Training – Sept 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 Returning Ofiicer – local election briefing – Feb 23 GRCC - Housing Needs Survey and Council options – Feb 23 Planning in Plain English – GAPTC – Mar 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Councillors		
Sheila Bollen	District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22	
Graham Drew	Character Assessment Training – Aug 21 Community Speedwatch Training – Sept 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Jane Edwards	Clerk induction – Feb 22	Resigned – July 22
Maria Edwards	District Councillor and undertakes training through the District Council.	Not stood for re-election May 2023
Maria Hartford-Beynon	Character Assessment Training – Aug 21 People's Assembly Climate Action – March 22 Community Solar Projects (District Council) – Nov 22 GRCC - Housing Needs Survey and Council options – Feb 23 Planning in Plain English – GAPTC – Mar 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Jan Koning	NALC – Young people event – May 21	

	Character Assessment Training – August 21 Community Land Trusts Overview – Sept 21 People's Assembly Climate Action – March 22 Community Speedwatch Training – June 22 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 Community Solar Projects (District Council) – Nov 22 Local election candidate briefing session – Jan 23 GRCC - Housing Needs Survey and Council options – Feb 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Bethan Kotecha	Clerk Induction Training – July 21 Being a Better Councillor Course – Sept 21 Finance Procedures – Clerk – Dec 21	Resigned – Sept 22
Liz McBride	Character Assessment Training – August 21 Clerk Induction training – July 21 Being a Better Councillor Course – Sept 21 Finance Procedures – Clerk – Dec 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22	Not stood for re-election May 2023
Helen Molyneux	Character Assessment Training – August 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 GRCC - Housing Needs Survey and Council options – Feb 23	Not stood for re-election May 2023
Michael Swambo	Character Assessment Training – August 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 GAPTC Councillor Networking – Nov 22 Community Solar Projects (District Council) – Nov 22 AURORA/Forest of Dean Energy Community Initiative Workshop – Jan 23 Local election candidate briefing session – Jan 23 GRCC - Housing Needs Survey and Council options – Feb 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Audrey Tullett	NALC – Young people event – May 21 Character Assessment Training – August 21 Community Land Trusts Overview – Sept 21 Finance Procedures – Clerk - Dec 21 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22 GRCC - Housing Needs Survey and Council options – Feb 23 Planning in Plain English – GAPTC – Mar 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Chris Wall	Community Speedwatch Training – Sept 21 People's Assembly Climate Action – March 22 District Local Plan Overview and responding to consultation – Head of Planning District Council – Aug 22	

	Community Solar Projects (District Council) – Nov 22 GRCC - Housing Needs Survey and Council options – Feb 23 Planning in Plain English – GAPTC – Mar 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Clive Russell	Clerk Induction Training – Nov 21 Being a Better Councillor – GAPTC – Feb & March 23 Planning in Plain English – GAPTC – Mar 23 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	
Karan Strong	Clerk Induction Training – 24 May 2023 Safer Streets 5 Funding – FoDDC Community Safety Lead – June 23	