

Upper Beeding Parish Council

TRAINING POLICY

Introduction

The monitoring and meeting of training needs of the staff and councillors is the responsibility of the council as a whole.

Upper Beeding Parish Council is committed to providing training for staff and councillors so they can keep up with all new legislation to enable the council to achieve its aims, objectives and priorities whilst discharging its statutory duties.

The council realises training and development is a continuing process and is supportive, enabling services to be delivered in a professional manner. This is also facilitated by the allocation of funds to the training budget each year.

Identifying Training Needs

Upper Beeding Parish Council recognises the training needs of councillors and staff differ.

Councillor Training

- All new councillors will be inducted to the role of councillor including roles and responsibilities of councillors as individuals and the council as a whole.
- All new councillors will be provided with an induction file containing current and relevant information
- Details of available training courses will be distributed to all councillors
- Councillors will be expected to attend appropriate training sessions.
- Councillors appointed the position of Chairman or Vice-Chairman will be encouraged to undertake the Chairmanship Training Course.
- The council will meet the costs of appropriate training and associated travel expenses.

Staff Training

- Appraisals will be held annually for all members of staff (facilitated by the staffing committee).
- Newly appointed staff will have an appraisal after 6 months.
- Appropriate courses will be sourced by the clerk and presented to the council.
- Staff will be expected to attend appropriate training sessions.
- Time and remuneration will be allowed for attendance at training courses. Travel expenses will be paid.

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Professional Qualifications

- The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CiLCA)
- The Council will meet the financial cost of registering and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.
- Additional higher-level qualifications or specific qualifications relevant to the role will be discussed between the member of staff and the staffing committee in the first instance. The council may agree to meet the cost or part of the cost of a qualification which will be of mutual benefit to both the council and the staff member.
- Where there is a clear benefit to the council, payment for any personal development training will be made by the council and the staff member will be expected to use their new or improved skills in their existing role in the council.
- Where the cost of personal development training exceeds £2000 the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completing the training. Agreement to this condition or variation of this condition will be in writing and recorded in the staff members file.
- Where the cost of the personal development training course exceeds £4000, the staff member will repay the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training and 50% of the cost of the training if they leave the employment of the council after 12 months but before 24 months of the completion of the training. Agreement to this condition or variation of this condition will be in writing and recorded in the staff members file.

Training Budget

- A realistic amount will be in the annual budget for training and development of staff and councillors.
- The budget will include appropriate annual subscriptions to allow staff and councillors to be up to date with legislation and have access to training courses.

Record keeping

A full training record will be kept by the clerk for all training attended and qualifications obtained (if applicable) for all staff and councillors.