

Pilning & Severn Beach Parish Council

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Document Control

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Training and Learning and Development Policy

1. Introduction

This document forms the Council's Training and Learning and Development Policy which sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses / workshops
- Evaluation of training
- Links with other policies
- Reporting on progress.

1.1. The objectives of this strategy are to:

- Encourage members and staff to undertake appropriate training / learning and development.
- Allocate training in a fair manner - Ensure that all training is evaluated to assess its value.

2. Commitment to Training:

Pilning & Severn Beach Parish Council is committed to the ongoing training and development of all Councillors and employees.

To enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Parish.

This policy also recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

The Council encouraged the clerk/ RFO to undertake a programme of continuing professional development (CPD) in line with the requirements of SLCC.

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



The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Evaluating the effectiveness of training.
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3. The Identification of Training Needs

- 3.1. The clerk/ RFO will be asked to identify their development needs with advice from the Chairman/ Vice-Chairman during their annual appraisal or review meeting.
- Following confirmation of appointment
 - Formal and informal discussion.
- 3.2. Members will be asked to identify their development needs. There are several ways that the training needs of Members including at an annual review.
- Questionnaires
 - During review
 - Following Election / Co-option
 - Formal and informal discussion
- 3.3. Other circumstances may present the need for training: Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
 - Changes in systems
 - New or revised qualifications become 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

4. Corporate Training:

4.1. Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. The clerk/ RFO will be required to attend training courses, workshops, or seminars where suitable training is identified.

5. Financial Assistance:

5.1. It is important to note that all supported training 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 organisation will be identified.

In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college / venue offering the required course, unless an alternative is authorised in the interest of operational effectiveness or best value.

5.2. Other considerations include the following:

- Implication of employee release for training course(s) on the operational capacity of the Councillor
- The most economic and effective means of training
- Provision and availability of a training budget

5.3. For approved courses Members and employees can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination.

5.4. Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.

5.5. 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.

6. Study Leave:

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

- Study time to attend day-release courses
- Time to sit examination
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

7. Short Courses / Workshops / Residential Weekends

7.1. Where attendance is required at a short course, paid leave will be granted to employees.

7.2. Members and staff attending approved short courses / workshops / residential weekends can expect the following to be paid:

- The Course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy
- Subsistence in accordance with the Council's current policy.

8. Evaluation of Training:

8.1. Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

8.2. As part of Pilning & Severn Parish Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and / or best practice for the ongoing efficiency and effectiveness of the authority.

9. Linking with other Council Policies:

Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development;

- A 'Statement of Intent' on training for both Members and staff is a requirement for the Re-accreditation of any national recognised charter marks.
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

10. Reporting on Progress:

The Clerk/ RFO will report annually to the Council, detailing attendance at training over the year, as well as the inclusion of the Member and Staff evaluation of courses attended.

11. Conclusion:

11.1. The adoption of a training or learning and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and Staff.

11.2. The adoption of a training or learning and development policy has a practical implication of Pilning & Severn Beach Parish Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

12. Alternative Formats:

12.1. Equality Act 2010: Pilning & Severn Beach Parish Council as a committed and compliant Local Authority to all aspects of Equality legislation will make every effort to ensure that access to material including this policy is available in alternative format; please contact the Clerk for further information.

12.2. The Council may also be able to arrange to provide versions in other languages.

13. Freedom of Information:

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.psbpc.co.uk and copies of this document will be available for inspection from the Parish Clerk.