



NASH MILLS
PARISH COUNCIL

NASH MILLS PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

Adopted	October 2022
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Review	October 2025

Nash Mills Parish Council is committed to ensuring that employees and Members are provided with the means to develop and enhance their knowledge, skills and abilities, in order to deliver high quality services.

The purpose of this policy is to encourage employees and Members to undertake appropriate training, ensure mandatory training is undertaken, allocate training in a fair manner and to ensure that all training is evaluated to assess its value.

The Council commits to:

- Develop employees and Members to achieve the objectives of the Council.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

Identification of Training Needs

There are various circumstances in which training needs may arise such as:

- Induction training
- Legislative requirements i.e., first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications becoming available.
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from an employee or Member
- Devolved services/delivery of new services

Officers

An employee who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line

manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The Clerk must hold, or be actively working towards achieving CiLCA or equivalent. The Clerk to be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

Members

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Member feels they have training needs, they should discuss this in the first instance with the Clerk who will assess the request and ascertain whether this is something that all Members may benefit from undertaking.

The Council will undertake a training needs analysis with Members soon after each Annual Meeting of the Council in May. This will encourage Members to look at any personal development areas or knowledge gaps as a Member that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are a member of following the Annual Meeting. This is particularly important with regards to the Personnel, Finance and Planning Committees. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk. Any Member training is subject to budget and relevance of training to role, following consultation with the Clerk/Chairman/Chairman Personnel.

Training should be prioritised to those Members who had not attended training previously. Consideration should be taken to ensure that not too many Members attend the same training course, unless it is mandatory for all Members to do so. Any post training handouts passed to Members should be disseminated to other Members who had not attended the training. A post training evaluation form should be completed by the Member.

Training Methods

There are different ways in which training and development can be achieved:

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| Internally - | If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation. |
| Partnership - | The Council is often offered to attend training sessions being organised by Dacorum Borough Council |
| Day Workshops/Seminars - | When Council officers receive information on workshops and seminars, this is shared with employees and Members, where relevant |
| Conferences - | Details of conferences are shared with employees and Members, again where relevant. |

Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.

External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

Financial Implications

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Members. When calculating this, any training needs identified in the annual appraisal process and Members' training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Members attending training outside of Nash Mills, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Recouping Costs

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

Time Off Work

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

Evaluation

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Member should complete a Training Evaluation Form and return this to the Clerk.

Report forms will be reviewed and collated annually as part of a report to the Personnel Committee.

The completion of these forms will also help assess whether the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

Record Keeping

Each employee and Member have a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.