**CAWOOD PARISH COUNCIL STAFF DEVELOPMENT POLICY**

Purpose and scope 2

Identifying, meeting and evaluating training and development needs 2

Consideration 2

Categorising training and personal development 3

Guidance for support 4

**Purpose and scope**

The purpose of this policy is to set out the Council’s position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

**Identifying, Meeting and Evaluating Training and Development Needs**

Training and development needs will be identified from a variety of sources:

* Induction and probationary periods
* One-to-ones
* Appraisal
* Workforce planning
* Team meetings
* Annual plan
* Change processes

In addition, the Council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

* Attendance at conferences, seminars, webinars and short courses
* Online training
* Internal coaching
* Shared in-house learning resources (books, journals, DVDs etc.)
* In house training
* Time for self-directed research and learning

**Consideration**

A number of factors will be taken into account when assessing a request from a member of staff. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record. The Council will set up a training budget as part of staff development considerations.

In order to ensure that the Council is able to consistently evaluate requests; training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

**Categorising training and personal development**

The three categories are as follows:

1. **Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the Council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

* Health and Safety (Personal Safety, Manual Handling, Display Screen Equipment)
* Data Protection
1. **Desirable**

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the Council. Cawood Parish Council require their Clerk to attain Certificate in Local Council Administration (CiLCA).

e.g. Job specific: Microsoft Excel

1. **Optional**

An optional qualification or optional training may not be directly linked to the individual’s current job. Optional training or development is generally more beneficial to the individual’s career than it is for the Council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be ‘desirable’.

e.g. Job specific : Community Governance

**Guidance for support**

Support for qualifications, training and personal development may include financial assistance towards the cost of tuition, examinations and resource materials. Financial and non-financial support to training and development is at the discretion of the Council. Initial discussions on appropriate training will be agreed in advance with the Line Manager. Financial support will be agreed by the Staffing Committee who will set up a learning agreement prior to the commencement of training.

* Financial support will be provided where an individual is required to undertake mandatory training.
* The Council will provide an agreed proportion of financial support where training for desirable qualifications is undertaken as part of the individual’s formal continuous professional development.
* Financial support will be entirely discretionary where the training is part of the individual’s desire for career development and is not directly required or related to their role.

When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as full time employees. Staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising.

Depending on the individual employee’s contractual weekly working hours and the number of training hours required, the training may either form part of their weekly hours or be paid in addition to their weekly hours. Where training has been agreed this will be reviewed on a case by case basis.

The Council reserves the right to reclaim financial support where the employee;

* Leaves the Council during the duration of the course, or up-to 1 year following completion of the course.
* Fails to complete the training
* Fails to attend training without good reason

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2020
Approving Committee: Staffing Committee
Date for next review: December 2021