

BURSTWICK PARISH COUNCIL

Training and development policy

1. Introduction

Burstwick Parish Council is committed to developing its employees and councillors to make sure they have the skills and confidence needed to do their jobs well. The parish council has taken on more responsibility for local services and this will continue to increase in the future. It's essential that the small team of employees have the expertise needed to deliver a broad range of services. Development and training must link to the objectives set out in the council's yearly action plan.

2. Who is covered?

This policy covers employees and councillors.

3. How needs will be identified?

Training needs can be identified in a number ways including:

- During job interview
- Annual employee appraisals
- One-to-one meetings
- Informal discussions
- Strategic aims of the council e.g. to have a qualified clerk or to be able to use general power of competence

Areas that may prompt the need for training include:

- New employees or councillors
- Request from employee or councillors
- Taking on a new service
- New pieces of equipment
- Accidents, mistakes or complaints
- Changes to legislation

4. How are training requests made?

Employees or councillors can make a request to be considered by the full council at the next available meeting. Supporting information and costs to be submitted for approval.

The parish council has a small budget to support training of its employees and councillors.

5. How will the council support staff through development and training?

The council will pay for the relevant training course(s) and any other related books or materials needed to complete the course.

The parish council will pay travel expenses for employees or councillors to access training courses (at the HMRC rate).

If lunch is not included in the training, an allowance for food will be paid as follows (as set by HMRC), half day training course without lunch £5.00, all day course without lunch £10.00. Receipts must be kept and present to council for re-imburement.

Employees will attend relevant training courses that are part of their job role within works time. If a training course is held in the evening then the employees will be able to take the time back.

For longer training and development courses, staff will be allowed to complete some of the course in works time. The amount of time is to be agreed with the council on an individual basis before the course starts.

For some courses a learning agreement may be appropriate. This outlines the responsibilities of both the employer and employee in terms of time, financial support and commitment.

6. Informal training

The parish council will encourage its employees and councillors to make use of informal training.

This may including reading information circulated by the county association ERNLLCA. All councillors are given a copy of the Good Councillors Guide and Good Councillors Guide to Finance and Transparency for their information.

7. Review

This policy will be reviewed in 2022.

Adopted by Burstwick Parish Council on: 30/01/2020

Signed by the Chairman: *D James*