

## **OLD CATTON PARISH COUNCIL TRAINING STATEMENT OF INTENT**

### **1. Introduction**

This document forms the Council's Training Statement of Intent and 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

The objectives of this Statement are to:

- Require members and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure training is evaluated to assess its value

### **2. Commitment to Training**

Old Catton Parish Council is committed to the ongoing training and development of all members 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.

Training can be defined as a 'planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.

Old Catton Parish Council recognises that its most important resource are its members and staff and is committed to encouraging both members and staff to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

The Council expects the Parish Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of his/her professional body and all staff to undertake training as deemed necessary to fulfil their duties in accordance with their contract of employment and job description.

Providing training yields a number of benefits including:

- Improving the quality of the services and facilities that Old Catton Parish Council provides;
- Enabling the organisation to achieve its corporate aims and objectives;
- Improving the skill base of employees, producing confident, highly qualified and motivated staff working as part of an effective and efficient team and
- Demonstrating that employees are valued.

Training and development will be achieved by including a realistic financial allocation 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 Parish Council as well as individual requirements;
- Planning and organising training to meet those specific needs;
- Designing and developing the training and
- Evaluating the effectiveness of training.

### **3. The Identification of Training Needs**

Employees will be asked to identify their training needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. Members will be asked to attend an Induction Training for Councillors Course upon their appointment and will then be asked to identify their further training needs with advice from the Chairman and Parish Clerk. There are a number of additional ways that the training needs of both members and staff may be recognised including:

- During interview
- Following confirmation of appointment
- Through formal or informal discussion e.g. staff appraisal

Other circumstances may also present the need for training including:

- Legislative requirements i.e. Health & Safety, First Aid
- New or changes to existing legislation
- Changes or improvements to operational systems
- New or revised qualifications becoming available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or Council member
- Devolved services or delivery of new services

Members or employees who wish to be considered for a training course should discuss this in the first instance with the Chairman or their line manager during an appraisal or informal discussion. It will then be determined whether:

- The training is relevant to the Council's needs and/or service delivery;
- It represents value for money and
- There is sufficient funding available.

#### **4. Corporate Training**

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

#### **5. Financial Assistance**

It is important to note that all sponsored 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 Council will be identified.

Other considerations include the following:

- The implication of employee release to attend training courses on the operational capacity of the Council;
- The most economic and effective means of training (value for money) and
- The provision and ability of the training budget and other demands on it.

For approved courses Members and employees can expect the Council to fund the following:

- The course and registration fee
- The examination fee (if any)
- Associated membership fees (if any)
- One payment to re-take a failed examination or assignment
- Travel costs
- Accommodation costs (if necessary and only by prior agreement)

Members and staff attending training courses must inform the Parish Clerk immediately of any absence, giving reasons.

Failure to sit an examination (where there is one) may result in the Council withdrawing future course funding and/or requesting a refund from the member/employee of the costs paid by the Council. Each case will be considered on an individual basis.

In the case of higher education courses such as CiLCA or the Community Governance Degrees, members or employees may be required to repay some or all costs associated with the study if they leave within five years following completion of the course. Each case will be considered on an individual basis by the Parish Council.

#### **6. Study Leave**

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

- Study time to attend day release courses
- Time off to sit examinations
- Study time of one day per examination or assignment

Consideration for the provision of and the amount of study leave must be agreed with the Chairman or Clerk prior to the commencement of the course.

## **7. Short Courses/Workshops/Conferences & Continuing Professional Development (CPD)**

Where an employee's attendance is required on a full or half day (short course), leave will be granted on full pay for the duration of travel and attendance.

Where an employee's attendance is required on a Saturday or Sunday, up to a 'normal' working day's toil may be taken in lieu.

Members or staff attending short courses/workshops/residential or day conferences can expect the following to be paid by the Council:

- The course or conference fee (with accommodation and meals if this forms part of the package)
- Travelling expenses in accordance with Council policy
- Subsistence in accordance with Council policy

## **8. Evaluation of Training**

Records of all training undertaken by members and employees will be maintained.

As part of the Council's continuing commitment to training and development, members and employees are encouraged to share information received and circulate training presentation papers for in-house training use.

Members and staff will be asked to provide feedback on the value and effectiveness of the training they undertake highlighting the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Council.

This Statement of Intent will be reviewed annually, unless required earlier by legislation or additional material.

Adopted: March 2018

Reviewed: 11<sup>th</sup> February 2019