



Cantley with Branton Parish Council

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TRAINING AND DEVELOPMENT POLICY

Council Statement of Intent on Training and Development for Staff, Members and Volunteers.

1. Cantley with Branton Parish Council's Commitment to Training & Development

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Cantley with Branton Parish Council is committed to providing employees, members, and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives. This includes equipping individuals with the skills required to deliver high-quality services and ensuring effective management and planning.

The Council encourages employees, members, and volunteers to undertake training and development from internal and external sources.

Training requirements will be determined and prioritised according to the Council's service delivery needs, policies, and individual roles, ensuring that training supports the achievement of the council's aims and objectives.

The Council will commit itself to and adopt the following:

- To develop employees, members, and volunteers to achieve the objectives of the Council.
- To regularly review the needs of and plan training and development for employees, members, and volunteers.
- To take action to train and develop individuals on recruitment/election/engagement and throughout their term of service.
- To regularly evaluate the investment in training and development to assess achievement and improve future effectiveness.

2. 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
- Appraisals

- Workforce planning
- Team meetings
- Annual plan
- Change processes

The Council will encourage individuals to identify their own learning styles and will seek to provide a variety of training methods, including:

- Conferences, seminars, and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs, etc.)
- In-house training
- Work shadowing
- Time for self-directed research and learning

3. Categorising Training and Personal Development

Training and development opportunities will be classified into three categories:

Mandatory: Required by law or essential for the role. Examples:

- Health and Safety (e.g., Personal Safety, Manual Handling, Display Screen Equipment)
- Data Protection
- CiLCA for clerks

Desirable: Not legally required but enhances job performance. Examples:

- Job-specific software training (e.g., Microsoft Excel)
- Governance training
- ROSPA for Handyman/Gardener

Optional: Training that benefits personal career development but is not directly necessary for the role. Examples:

- Community Governance courses
- Town Planning Technical Support diploma

Employees

- Induction training and professional guidance for new employees will be provided.
- Current or new clerks should hold or obtain CiLCA or an equivalent qualification.
- Current or new RFOs should hold or obtain an appropriate accountancy qualification.
- Employees are encouraged to proactively identify their own training and development needs.

- Line managers will assess service-based training needs, considering new legislation, IT skills, and other requirements.
- Staff will have opportunities for Continuous Professional Development (CPD), identified at annual appraisals.
- Additional training may be requested through line managers at any time.

Members

- Induction training and a handbook detailing Council policies and procedures will be provided for all new members.
- Newly elected Chairs of the Council are encouraged to attend YLCA's "Chairmanship Skills" course as soon as possible after election.
- New councillors are encouraged to attend YLCA's "What Councillors Need to Know" within one year of taking office.
- Councillors wishing to refresh their skills or knowledge can request to attend authorised courses at any time during their course of office.
- Specialist in-house training will be provided on an ad-hoc basis.

Volunteers

- Volunteers will receive an induction relevant to their role, including health & safety, safeguarding, and council procedures.
- Role-specific training will be provided based on the tasks volunteers are expected to perform.
- Volunteers will have access to relevant learning resources, including guidance documents, online training, and mentorship.
- Where applicable, volunteers will be invited to attend council training sessions to enhance their contribution.

4. Financial Support and Study Leave

A budget is set annually for employee, member, and volunteer training.

- The Council may contribute to tuition, exams, and materials.
- Repayment of financial support may be required if the individual leaves the Council within one year of completing the course, fails to complete the training, or does not attend without good reason.
- Study leave will be provided for mandatory training.
- For professional development training, up to **3 days per year** of study leave may be granted.
- For career development training, up to **3 days per year** of study leave may be granted if directly related to the individual's role.
- Requests for study leave must be submitted in writing to the Clerk or Chairman of the Council.
- No study leave will be granted where individuals undertake study which is not required for their role. However, the Clerk or Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the Council are met.

5. Training Resources/Providers

Training Providers:

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Regional and National Seminars/Conferences
- Other recognised training agencies for local authorities
- Principal authority - City of Doncaster Council
- In-house training sessions

6. Training Reports

A yearly summary of training undertaken by employees, members, and volunteers will be presented to the Council.

7. Review of this Statement of Intent

This statement will be reviewed biennially and presented to the Council in February/March for approval.

Dated: 12th February 2025

Approved: 5th March 2025

Review: Annually