



STAINLAND & DISTRICT PARISH COUNCIL

TRAINING POLICY AND STATEMENT OF INTENT

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Purpose and scope	3
Identifying, meeting and evaluating training and development needs	3
Consideration	3
Categorising training and personal development	4
Guidance for support	5
Study leave	5
Statement of Intent	7



Purpose and scope

This 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 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

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

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)
- [Food hygiene
- Data Protection]

2. 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. Examples may include:

Job specific

- [Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel]

3. 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'.

Job specific

- [Community Governance
- Town Planning Technical Support - Level 3 Diploma]

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £250, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. 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

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.



No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to 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 can be met.

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

— policy ends here —

Notes

1. Green Book terms

If the council adopts Green Book terms and conditions of employment, staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

2. “Being a good employer – a guide for parish and town councillors”.

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

STATEMENT OF INTENT

1. **The Council's Commitment to Training & Development**

The Council is committed to providing employees, councillors and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Council encourages employees, councillors and volunteers to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following;

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

2. **Identification of Training Needs**

Employees

- Induction training [and an employer's handbook] for new employees will be provided
- Current or any new clerk to hold or obtain ILCA (Introduction to Local Council Administration) and the ILCA to CiLCA qualification prior to studying the CiLCA (Certificate in Local Council Administration).
- Current or any new clerk to hold or obtain CiLCA or equivalent
- Current or any new deputy clerk to hold or obtain ILCA, ILCA to CiLCA and CiLCA or equivalent
- Current or any new RFO (Responsible Financial Officer) to hold or obtain FiLCA (Financial Introduction to Local Council Administration) or/and an appropriate accountancy qualification



- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee
- Staffing Committee will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives
- Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal
- Additional training may be requested via support councillor (non decision making) or the Staffing Committee at any time

Councillors

- Induction training and a member's handbook setting out the council's policies and procedures will be provided for all newly elected members
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairing Skills' as soon as possible after election
- Chairs attend Chairs Discussion Forum held monthly, provided free of charge by YLCA when able to do so
- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" within one year of taking up office
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office
- Specialist-in-house training will be provided on an ad-hoc basis

Volunteers

- The Clerk will arrange training for volunteers appropriate to the task they are undertaking for the Council.

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery
- Specialist needs of specific employees or elected members for their individual roles
- Improvement of existing skills
- Personal development

4. Training Resources/Providers

A budget is set annually for all training.

Training Providers for both Employees and Elected Members

- Yorkshire Local Councils Associations (YLCA)



- National Association of Local Councils (NALC)
- Society of Local Council Clerks
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority
- In-house

5. Training Reports

A yearly summary of employee and elected members training will be presented to the Council.

6. Requests for Training and Approval of Attendance:

The Clerk has delegated power to manage the training budget and give authorisation to councillors and volunteers who wish to attend training. Training for the Clerk is approved by the Staffing Committee.

No reasonable request for training will be denied, the council/relevant committee will take account of councillor and employee needs and budget provision when granting approval:

- Councillors and employees must submit a request to attend training events to the Clerk.