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Staff Training Policy

1. 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 all staff.

Moulton Parish Council is committed to training to ensure that staff are able to operate appropriately and effectively for the benefit of the community.

Training needs will be identified, and sufficient resources will be allocated to provide the necessary training to meet the needs. Staff are expected to share this commitment to training and will be expected to undertake training appropriate to their role.

2. Legal Responsibility & Policy Support

[The Health and Safety at Work Act \(1974\) \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/37/contents)
<https://www.legislation.gov.uk/ukpga/1973/50/contents>

3. Volunteers

Training for volunteers is managed by our Library, Health and Wellbeing Manager.

4. Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources, the list below is indicative, but not exhaustive:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes
- The introduction of new equipment
- Changes in legislation

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

5. Consideration

Several 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.

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:

a) 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.

b) 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.

c) 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.

6. Guidance for Support

Support for role related 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 any examinations. Any support of training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support (expenditure over £500) where the employee:

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

7. Study Leave

Where an 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 Executive Officer (or Chairman of the Council in the case of the Executive Officer), 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 Executive Officer (or Chairman of the Council in the case of the Executive Officer) will consider requests for flexible working to allow the study to take place if the needs of the council can be met. Please refer to the Flexible Working Policy.

8. Resourcing Training

Moulton Parish Council will make sufficient provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be sufficient funds set aside for appropriate technical literature and other publications.

9. Evidence

The benefit of training will be evidenced through, for example:

- Well documented policies and reports.
- Well managed projects.
- Well managed finances.
- Well informed staff and councillors.
- High professional conduct of staff and councillors.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025