



Training Policy

August 2022

1. SCOPE OF THE POLICY

Purpose of the policy

Training is *'a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation'*.¹

Every local authority has a duty to *'promote and maintain high standards of conduct by members and co-opted member of the authority'*². The Council has also resolved³ that every councillor shall undertake code of conduct training within 6 months of taking office.

A local authority also has many duties to ensure that its decision-making, financial practices, and activities are lawful. As a landowner and service provider, it has duties to ensure the safety of its service users and staff⁴. As an employer, the Council is responsible for managing and developing its staff, who in turn ensure that the daily activities of the Council are carried out legally and deliver best value to our residents. Staff also have the right to request training or study time.⁵ In order to retain its General Power of Competence, the Council must also have a qualified Clerk⁶.

Training and development of both members and staff is essential to the work of an effective parish council by:

- Raising the quality of the services it delivers
- Ensuring it meets all its legal obligations
- Promoting a positive environment for its members, staff, residents, and service users, and proactively preventing conflict

¹ Chartered Institute of Personnel and Development, cited in *Being a good employer*, NALC 2010

² Localism Act 2011, s.27(1)

³ Standing Orders 7(b)

⁴ Health and Safety at Work Act 1974

⁵ Employee Rights Act 1996 s.63D

⁶ The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 s.2(b)

- Enabling the Council to achieve its corporate aims and objectives
- Producing confident, skilled, and valued staff

What is covered by the policy

The policy is intended to cover all duties, responsibilities, and activities that the Council undertakes, whether by members or staff. This will range from training on managerial skills such as corporate governance, to technical skills in daily activities such as cleaning and food preparation.

Training is taken to mean any recognised form of developing an individual's abilities, including workshops, seminars, conferences, away days, mentoring and in-house, apprenticeships, subscriptions, online and distance learning courses, self-directed study and reading, and higher and further education qualifications.

Who is covered by the policy

The policy covers the training and professional development needs of all members, staff, and volunteers, insofar as it relates to their work for the Parish Council. It does not apply to freelance contractors, who should demonstrate the requisite level of knowledge required, throughout the term of their contract.

2. POLICY STATEMENT

2.1 Members

- (a) In accordance with the Council's Standing Orders, all members shall be obliged to undertake induction training, which will include guidance on the code of conduct, within six months of being elected or co-opted to the Council.
- (b) All members appointed to the Planning Committee shall, as a condition of their membership of the committee, be required to attend annual training on how to evaluate and make representations based on material planning considerations.
- (c) All members of the Policy & Resources Committee shall, on appointment to that committee and every election term thereafter, be encouraged to undertake training in local authority finance and governance.
- (d) All chairs and vice-chairs of the Council and its committees shall be obliged to undertake training on chairmanship skills on first appointment to such a post, and every election term thereafter.
- (e) All members shall be encouraged to undertake training on communication, including social media training, where appropriate.
- (f) The Parish Clerk will maintain a record of training attended by members.

2.2 Staff

- (a) Training needs will be evaluated as an integral part of all staff appraisals.
- (b) In order to meet the General Power of Competence, the Parish Clerk will be required to hold, as a minimum, the Certificate in Local Council Administration (CiLCA). For succession planning, and in the event of the Clerk being unavailable, the Assistant Clerk should also hold or be sent on training to obtain the Introduction to Local Council Administration (ILCA) qualification, and eventually the CiLCA qualification.
- (c) The Parish Clerk/RFO and the Finance Manager should both hold or be sent on training to obtain the Financial Introduction to Local Council Administration (FILCA)
- (d) The Parish Clerk will also be required maintain at least 18 Continuing Professional Development points, as defined by the SLCC, per year.
- (e) The General Manager shall be required to hold a BIIAB Level 2 for Personal Licence Holders (or equivalent). The Bar Supervisor should also hold or be sent on training to achieve this award.
- (f) All Burnham Park Hall front of house staff shall receive regular training in hospitality, customer services, and fire warden training (including Evac-Chair).
- (g) Any staff required to produce food unsupervised, shall obtain, as a minimum, a Level 2 Food Hygiene Certificate for Catering.
- (h) All Hall front of house and grounds staff shall receive, as a minimum, triennial workplace first aid, fire warden training, and Level 2 health and safety in the workplace training. In addition, all managers, and lone workers undertaking manual work should receive triennial Level 3 Health and Safety in the Workplace and manual handling training.
- (i) All groundsmen shall receive the necessary technical training in the use of powered machinery and use and application of chemicals.
- (j) At least one of the groundsmen should hold City & Guilds qualifications or Royal Horticultural Society Level 2 in horticulture as a minimum.
- (k) The Parish Clerk will maintain a record of training attended by staff.

2.3 Subscriptions and memberships

The Council shall maintain the following subscriptions and memberships:

- (a) National Association of Local Councils (Council)

- (b) Bucks & Milton Keynes Association of Local Councils (Council)
- (c) Society of Local Council Clerks (Parish Clerk)
- (d) Institute of Groundsmanship (Groundsmen)
- (e) Royal Horticultural Society (Groundsmen)

2.4 Finance

- (a) The Council shall maintain a healthy training budget –across all departments – sufficient to meet the reasonable needs of all members and staff.
- (b) The Council shall be responsible for funding all training and development deemed necessary for a member or staff member to carry out their required duties.
- (c) Where the cost of any individual item of training exceeds £1,000, that member or staff member shall be required to reimburse the Council pro rata, should they leave within two years of completing the training. (E.g. if a staff member completes training costing £1,000 and leaves after one year, they shall be required to reimburse the Council £500.)
- (d) All members and staff should endeavour to proactively identify areas where they feel their skills could be developed. However, it shall be the duty of the Parish Clerk to raise awareness of opportunities, and arrange all training. It shall be the duty of all members and staff to attend training where required.
- (e) The Council shall reimburse members and staff for all reasonable expenses incurred in attending any training. However, these should be discussed and agreed in advance with the Parish Clerk.
- (f) Where the Council has offered financial assistance towards any training, it reserves the right to withdraw such support at any time, should the Councillor or staff member fail to make satisfactory progress.

Document History

Drafted by Parish Clerk	12/08/2022	(Version 1)
Approved by P&R Committee	06/09/2022	



Training Agreement

Employees need only complete this agreement if they are applying to study for a nationally recognised qualification with a cost of over £1000.

- 1) In return for Burnham Parish Council (“the Council”) paying all, or some of the training expenses in connection with my studies:-
 - i) I will repay to the Council 100% of the training expenses, which the Council has paid if I leave local government during the course or within one year of the date of the last day of the course or examination, whichever is the later
 - ii) I will repay to the Council 100% of the training expenses, which the Council has paid if I withdraw from the course or fail to sit any of the examinations or fail to make satisfactory progress in the view of the Council
 - iii) If I leave the Council to take up employment elsewhere, I will repay;
 - 100% of the training expenses which the Council has paid if I leave during the course or within twelve months of the date of the last day of the course or examination, whichever is the later
 - 50% of the training expenses, which the Council has paid less 1/12th for each completed month of service after one year if they leave within two years of the last day of the course or the examination, whichever is the later.
- 2) “Training expenses” include course and examination fees, travelling and subsistence, accommodation and payment for books and equipment.
- 3) I acknowledge that on completion of the course there may not be a post available which requires the qualification I have obtained and agree that the Council is under no obligation to make available a new post or in any way vary or alter my terms and conditions of employment.
- 4) I agree to comply with the provision of this agreement concerning the repayment of training expenses whether or not a post requiring the qualification I obtain is available to me on the completion of the course.
- 5) In so far as this agreement conflicts with my employment contract I agree that the provision of this agreement will prevail and that my employment contract will be varied accordingly.
- 6) In the event of my death, or if I leave local government on the grounds of redundancy or permanent ill health, I understand that I will not be required to repay any training expenses.
- 7) I agree that any money I owe the Council in accordance with this agreement may be deducted from my final salary or from any monies due to me by the Council. This is without prejudice to the Council’s other rights to recover any amount due.

Name:

Course Title:

Signature:

Date: