

TRAINING AND DEVELOPMENT POLICY

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1. Policy and Scope

- 1.1 The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for employees. It applies to all employees whether full or part time, temporary or fixed term.
- 1.2 The Council is committed to ensuring equality of access to training and development opportunities. No employee or Councillor will be disadvantaged on the grounds of any protected characteristics as identified in the Council's Equality, Diversity and Inclusion Policy.

2. Identifying, Meeting and Evaluating Training and Development Needs

- 2.1 Training and development needs will be identified from a variety of sources for example
 - Induction and probationary periods
 - One-to-one meetings
 - Appraisal
 - Workforce planning
 - Team meetings
 - Annual plan
 - Change processes
 - Strategic Plan
- 2.2 In addition, the council will encourage staff to identify their own learning requirements in liaison with their line manager 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
 - In house training
 - Work shadowing
 - Time for self-directed research and learning
- 2.3 Lancing Parish Council is committed to the ongoing training of all Councillors to enable them to make the most effective contribution to the Council's objectives in providing the highest quality representation and services for the local community within the Parish.
- 2.4 Details of any training undertaken by employees and Councillors will be recorded.
- 2.6 The Clerk and employees will be expected to undertake training which is relevant to their role. Where attendance is required at a training event or conference, paid leave will be granted to employees. The event fee and travelling expenses will be paid for by the Council provided that the Clerk has given authorisation and receipts/invoices are submitted for approval. Employees attending training events are required to inform the Clerk immediately if there is a possibility of non-attendance, stating the reason, for example, sickness.
- 2.7 Due to the variation in roles, employees training needs will cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.

3. Responsibilities

- 3.1 The Council is responsible for:
- Ensuring adequate budget provision for training and development
 - Supporting a culture of continuous learning.
- 3.2 The Clerk is responsible for:
- Identifying training needs for employees and Councillors
 - Approving and sourcing appropriate training
 - Maintaining training records
- 3.3 Employees are responsible for:
- Identifying their own training needs in discussion with their line manager through one-to-one meetings and appraisals.
 - Attending approved training
 - Applying learning in the workplace

4. Evaluation

- 4.1 The effectiveness of training and development will be evaluated through feedback from employees and Councillors following training, review during one-to-one meetings and appraisals, and assessment of improved performance and service delivery.
- 4.2 Employees may be asked to share learning outcomes with employees where appropriate.

5. Consideration

- 5.1 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 finances and the individual's employment record.
- 5.2 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.

6. Categorising Training and Personal Development

The three categories are as follows:

6.1 Mandatory Training

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. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training / qualifications. 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.

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Identified Mandatory Policies
- Data Protection (GDPR)

Certain training will be deemed mandatory by the CEO/Clerk.

6.2 Desirable Training

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:

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel, Word, Outlook

6.3 Optional Training

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'.

- 6.4 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. Support for qualifications, training and personal development is subject to the Council's approval, taking into account budget availability and operational requirements.

- 6.5 The council reserves the right to reclaim financial support where the employee:
- Leaves the council during the duration of the course, or within 12 months of completion of the course.
 - Fails to complete the training
 - Fails to attend the training without good reason

Repayment terms will be confirmed in writing prior to the commencement of the training. The Council may, at its discretion, waive repayment where the employee takes up employment with another local authority.

7. Study Leave

- 7.1 Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.
- 7.2 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 grant study leave time on a case-by-case basis.

- 7.3 Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk, setting out the details of the course of study, how it relates to their work, and the time being requested.
- 7.4 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 will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

8. Apprenticeships

- 8.1 Lancing Parish Council are committed to the development of apprentices in accordance with the individuals' apprenticeship agreement.
- 8.2 Apprentices are included in training opportunities that are relevant to their job role and individual training that supports their learning and development.