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## **TRAINING AND DEVELOPMENT POLICY**

Presented to Council on 27 February 2025

|                                                                           |          |
|---------------------------------------------------------------------------|----------|
| <b>Purpose and scope</b>                                                  | <b>2</b> |
| <b>Identifying, meeting and evaluating training and development needs</b> | <b>2</b> |
| <b>Consideration of requests</b>                                          | <b>2</b> |
| <b>Categorising training and personal development</b>                     | <b>2</b> |
| <b>Guidance for support</b>                                               | <b>4</b> |
| <b>Study leave</b>                                                        | <b>4</b> |

## **Purpose and scope**

Hurstpierpoint & Sayers Common Parish Council recognises the importance of training and development for both councillors and staff to ensure effective governance, compliance with legislation, and continuous professional development. The purpose of this policy is to set out the Parish Council's position on the provision of training and development opportunities for staff, councillors and volunteers. It applies to all staff whether full or part time, temporary or fixed term, and to all councillors whether elected or co-opted.

## **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 and/or Parish Council meetings
- Staffing Panel
- Action plans
- Change processes

In addition, the Parish 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 and work shadowing
- Shared in-house learning resources (books, journals, etc.)
- In house training
- Time for self-directed research and learning

## **Consideration of Requests**

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 training and development budget, and the individual's employment record.

In order to ensure that the Parish 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 Parish 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 Parish 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.

**All Councillors and Office Staff** are expected to undertake the following mandatory training via the West Sussex County Council (WSCC) online training portal:

- Data Protection
- Diversity and Inclusion
- Safeguarding Adults (Basic Awareness)
- Safeguarding Children (Basic Awareness)

These training requirements will be subject to review by the **Full Council** to ensure they remain relevant and up to date.

## 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 Parish Council. Examples may include:

### Job specific

- Introduction to Local Council Administration (ILCA)
- 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 Parish 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 planning may be 'desirable':

### Job specific

- Community Governance
- Institute of Cemetery and Crematorium Management Certificates and Diplomas

## **Guidance for support**

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

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 Parish Council.

Any financial support for desirable or optional training will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The Parish Council reserves the right to reclaim financial support where the employee;

- Leaves the Parish 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 an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

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 Parish Council can be met.

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

Date of Policy: February 2025

Date of Council Approval: