



# **WARWICK TOWN COUNCIL**

## **TRAINING AND DEVELOPMENT POLICY**

**OCTOBER 2022**

## **1. Purpose and scope**

- 1.1 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.

## **2. Identifying, Meeting and Evaluating Training and Development Needs**

- 2.1 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

- 2.2 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

## **3. Consideration**

- 3.1 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 finance and the individual's employment record.

- 3.2 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.

## **4. Categorising training and personal development**

The three categories are as follows:-

#### **4.1 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:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- First Aid Training
- Food hygiene
- Data Protection

#### **4.2 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:

- Certificate in Local Council Administration (CiLCA)
- Marketing Qualifications
- Events Management Qualification
- Accountancy Qualification
- Cemetery Legal Compliance
- Microsoft Excel

#### **4.3 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.'

- Community Governance

## **5. Guidance for support**

- 5.1** 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.
- 5.2** Any financial support 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 this right to reclaim financial support where the employee.
- Leaves the Council during the duration of the course, or up-to 12 months following completion of the course 100% of the training cost will be reclaimed.
  - Leaves the Council's employment within two years of completion of the course 50% of the claiming costs will be reclaimed.
  - Fails to complete the training 100% of the training cost will be reclaimed.
  - Fails to attend training or withdraws from the course without good reason 100% of the training cost will be reclaimed.
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## **6. Study leave**

- 6.1** Where individual requires study leave to undertake mandatory training, they will be able to take study leave within normal working hours, and the Council will meet 100% of the training costs.
- 6.2** Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development for their job role, the council will support day release and a maximum of 3 days examination leave and at the sole discretion of the Council contribute up to 50% of the course cost.
- 6.3** Where individuals require study leave to undertake training which is not mandatory or specifically related to the job role, but solely for the individual's desire for career development, the council will contribute up to 3 days study leave for examinations, per annum.
- 6.4** Time off for study leave must be applied for and approved in advance. To make a request the individual is asked to write to the Town Clerk (or in the case of the Town Clerk to the Leader of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.
- 6.5** 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 Town Clerk (or in the case of the Town Clerk the Leader of the Council) will consider

requests for flexible working to allow the study to take place, as long as the operational needs of the Council can be met.

- 6.6** It is expected that employees undertaking courses or qualification training will attend the nearest reputable establishment or relevant online training course, offering the required course at the appropriate level.
- 6.7** Where funding is granted under this policy to enable a Council employee to acquire a recognised professional qualification, it is a condition of the approval that the employee shall be required to sign an Agreement for Refund of Training Fees incurred under the criteria outlined in paragraphs 6.1 and 6.2 above. The training agreement is attached at Appendix 1

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