

Horrabridge Employee Training and Development Policy

Policy brief & purpose

Horrabridge parish council's **Staff Development policy** refers to the council's learning and development program and activities.

In the modern competitive environment, both employees and councillors need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them the council and parishioners. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

Scope

This policy applies to all permanent, full-time or part-time, employees of the council and councillors.

All training should consider what employees need, how this will benefit their council duties and how they can learn best.

Policy elements

Employees and the Council should collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It's the Council's responsibility to encourage their staff and councillors to identify employee development needs. And it's the Clerk's responsibility to facilitate any staff development activities and processes.

What do we mean by training and development?

In general, we approve and encourage the following employee trainings:

- Formal training sessions (individual or corporate)
- Employee Coaching and Mentoring
- Participating in conferences
- On-the-job training
- All relevant fees should not exceed a set limit per person.

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

Individual training programs

The Council has certain provisions regarding individual training programs.

All employees that have worked for the company more than six months are eligible to participate in external training programs. In the case of new councillors on joining the Council; introductory courses.

We will set a budget for employees and councillors at the beginning of a year, which we'll renew annually.

Employees can be absent for training for up to 10 days per year.

Employees may have to bring proof of attendance.

Other types of training

Both employees and their line manager (Clerk) are responsible for continuous learning. Employees should show willingness to improve by asking their line manager for direction and advice. Clerk's should do the same with their Personnel Committee, while encouraging and mentoring their subordinates.

Employees and line managers are responsible for finding the best ways to CPD.

Procedure

This procedure should be followed when employees want to attend external training sessions or conferences:

1. Employees (or the Clerk) identify the need for training.
2. Employees and Line manager (Clerk) discuss potential training programs or methods and come up with suggestions.
3. The Clerk will contact the Personnel Committee and briefly present their proposal.
4. The Personnel Committee approves or rejects the proposal and passes it to the Council for approval at the next parish meeting. If they reject it, they should provide employees with reasons in writing.
5. If approved, the clerk will make arrangements for dates, accommodation, reserving places etc.
6. In cases where the council doesn't pay for the training directly, employees will have to pay and send invoices or receipts to the Clerk. The Council will approve employee reimbursement according to this information.
7. If an employee decides to drop or cancel the training they must inform the Personnel Committee immediately. They'll also have to shoulder any cancellation or other fees.
8. In cases where training ends with examination, employees are obliged to submit the results to the council.
9. Generally, the council will cover any training fees including registration and examination (one time). They may also cover transportation, accommodation and personal expenses. This is left to the Personnel Committee's discretion. If they decide to cover these costs, employees should produce all relevant receipts and invoices.

If employees want subscriptions, they should contact the Council directly or ask their line manager to do so. Once employees make arrangements, they should inform the council of the cost and any other details in writing. Any relevant invoices should be sent to the Clerk.

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