

# UCKFIELD TOWN COUNCIL



## TRAINING & DEVELOPMENT POLICY

Policy Number 40		
Issue No.	Date completed	Details of amendments
1	2007	GP 15 <sup>th</sup> January 2007
2	09.06.2025	GP Committee review

## **1.0 INTRODUCTION**

1.1 The Town Council recognises that staff are its key resource. The purpose of ~~our~~ investment in staff development and training is to ensure that staff can develop, both personally and professionally, so that we have a highly skilled, highly motivated and professional ~~team~~, able to perform consistently to the highest standards. The Town Council is committed to the support and promotion of staff development and training for this purpose.

1.2 This policy applies to all staff whether full or part time, temporary or fixed term.

## **2.0 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 reviews;
- 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;

2.3 A number of factors will be taken into account when assessing a request from an employee. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

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.

### **3.0 CATEGORISING TRAINING AND PERSONAL DEVELOPMENT**

#### **3.1 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 council makes it a mandatory requirement. Any mandatory training or qualifications can be added to 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 (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:

Generic training such as:

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

##### **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:

Job specific such as:

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Word/Excel/Powerpoint
- Sage Finance
- Use of Grounds machinery

### 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'.

Job specific such as:

- Community Governance
- NEBOSH

## 4.0 **GUIDANCE FOR SUPPORT**

- 4.1 Since 2020 it is recommended that any new contracts specify 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.
- 4.2 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 individual council and this must be agreed between the council and the employee.
- 4.3 Any financial support in excess of [£xxx], 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 the right to reclaim financial support where the employee;
- Leaves the 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;
- 4.4 **Study leave**  
Where an individual requires study leave to undertake mandatory training, they will be able to take leave within normal working hours.

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 contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Assistant Town Clerk & RFO, setting out the details of the course of study, how it relates to their work, and the time being requested.

Study leave will not be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Assistant Town 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.

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

Date of policy: June 2025

Approving committee: General Purposes, ratification by Full Council

Date of committee meeting: 9 June 2025, 25 June 2025

Policy version reference: v2

Policy effective from: 1 July 2025

Date for next review: August 2025

— policy ends here —

## **N.B**

### **1 Green Book terms**

*If the council adopts Green Book terms and conditions of employment which Uckfield Town Council does - staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations.*

*When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.*

### **2. “Being a good employer – a guide for parish and town councillors”.**

*The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.*