

UCKFIELD TOWN COUNCIL



TRAINING & DEVELOPMENT POLICY

Policy Number 40		
Issue No.	Date completed	Details of amendments
1	2007	GP 15 th January 2007
2	09.06.25	GP Committee review
3	28.07.25	Consideration by Personnel Sub-Committee at request of GP Committee
4	08.09.25	Ratification by Full Council

1.0 INTRODUCTION

- 1.1 The Town Council recognises that staff are its key resource. The purpose of 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;
 - External coaching and mentoring;
 - Apprenticeship schemes;
- 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;
 - External coaching and mentoring;
 - 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
- NEBOSH

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'.

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 An agreement should be put in place between Uckfield Town Council and the employee for any qualifications of substantial cost. The employee will be required to sign this agreement to determine the process for the full or partial repayment and reclamation of fees if they leave the organisation shortly after completing the training or qualification.
- 4.4 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;
- 4.5 Study leave

Where an individual requires study leave to undertake mandatory training, they will be able to take leave within normal working hours.

We would expect the line manager and Assistant Town Clerk & RFO to identify the appropriate balance of study leave and working hours for study leave, and assess this balance on whether the qualification is mandatory, desirable for their role, or optional.

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.

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Approving committee: Ratification by Full Council

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