



## KIPPAX PARISH COUNCIL

### TRAINING POLICY

**Approved: 19<sup>th</sup> June 2025**

**Minute Reference: 025/FC/2526f**

**Review date: June 2026**

***M Eyre***

**Signed by Chair, Councillor Martin Eyre**

#### **1. The Kippax Parish Council's Commitment to Training & Development**

Kippax Parish Council is committed to providing employees, council members and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

Kippax Parish Council encourages employees, council members and volunteers to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following;

- To develop employees, council members and volunteers to achieve the objectives of the council
- To review regularly the needs of, and to plan training and development for employees, council members and volunteers
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

#### **2. Identification of Training Needs**

##### Employees

- Induction training for new employees will be provided
- Current or any new clerk to hold or obtain CiLCA or equivalent
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee
- Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.

- Staff are to be provided the opportunity to complete a Personal Development Plan at the annual appraisal
- Additional training may be requested via line managers, or the liaison councillor for the clerk, at any time.

### Council Members

- New members will be given information on the council's policies and procedures and will be provided with a copy of "The Good Councillors Guide"
- New councillors are permitted to attend YLCA's Off to a Flying Start Training and Code of Conduct Training (YLCA or LCC) within a year of taking up office, without any formal approval from the council. This training can be booked directly by an eligible councillor, who must also inform the Clerk at the time of booking.
- All future newly elected chairman and vice-chairman of council or of a committee are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election.
- Councillors can attend any training or forums provided free of charge whenever they wish to do so, without any formal approval from the council
- Councillors who wish to develop their skill/knowledge can request to attend courses at any time during their term (see paragraph 5)
- Training should only be booked after it has been approved (see paragraph 5)
- Any councillor who books training without first obtaining approval will become liable for the cost of the training. Any councillor who is unable to attend a booked training course should cancel the training where possible. If it is not cancelled and the Parish Council are billed for the training, the councillor will be billed for the training if they did not have a reasonable excuse for not attending. Reasonable excuse will be judged on a case-by-case basis but includes instances such as sickness or family emergency.
- Specialist-in-house training will be provided on an ad-hoc basis.

### Volunteers

- New volunteers will be provided with induction training.
- Service managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for volunteers to achieve the council objectives.
- Volunteers can request any further training they identify as necessary to undertake their role via their service manager at any time.
- Training should only be booked after it has been approved (see paragraph 5)

## **3. Training and Development Objectives**

Training and development that meets the following objectives will be provided (subject to available budget provision) in the following order of prioritisation to ensure that the maximum value is gained from the available training resources:

1. Training required for the service delivery or the planning or management of its delivery
2. Specialist needs of specific employees, council members or volunteers for their individual roles.
3. Improvement of existing skills relevant to the specific employee's, council member's or volunteer's role in the council
4. Training to widen skills and knowledge needed to develop future role in the council

## **4. Training Resources/Providers**

A budget is set annually for employee, council members and volunteers training.

### Training Providers for both Employees, council members and volunteers

- Society of Local Council Clerks
- Yorkshire Local Councils Associations
- National Association of Local Councils
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority Leeds City Council
- In-house

## **5. Requests for Training and Approval of Attendance:**

No reasonable request for training that meets the objectives outlined in paragraph 3 will be denied, subject to available budget provision.

- Councillors must submit a training request form to attend training events or courses to the clerk who has delegated authority to approve training up to a cost of £100. Any requests above this amount will be referred to full council for approval.
- Employees training identified in the Personal Development Plan (PDP) at the annual appraisal will be reviewed and approved by the Personnel Committee
- Employee, councillor and volunteer training that is a requirement of an approved Kippax Parish Council policy can be booked by the clerk in consultation with the employee, council member or volunteer. Where the training is for the clerk, it can be booked by the clerk, in consultation with their liaison councillor, or another member of the personnel committee.
- Clerks training requests, that are in line with the actions approved to meet an agreed objective in their approved PDP can be booked by the clerk in consultation with their liaison councillor, or another member of the personnel committee.
- Clerks additional training request forms must be submitted to the Personnel Committee for approval
- Other employees must submit training request forms to their line manager who has delegated authority to approve training up to a cost of £100. Any requests above this amount will be referred to the Personnel Committee for approval.
- Volunteers training requests that are submitted to their service manager, must be referred to the relevant committee/full council for approval.

## **6. Training Evaluation**

After attending a training course or event the employee, council member or volunteer must complete a training evaluation form, to be presented to full council for review.

## **7. Review of this Statement of Intent**

The Personnel Committee is to review this statement on an annual basis and present it to Full Council for approval.