



# HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth HD9 3AS

## **Statement of Intent on Training and Development for Staff and Elected Members**

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

**Holme Valley Parish** Council is committed to providing employees and elected members 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.

The **Holme Valley Parish** Council encourages employees and elected members 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 and elected members to achieve the objectives of the council.
- To regularly review the needs of, and to plan training and development for employees and elected members.
- 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 and an employer's handbook for new employees will be provided.
- Current or any new clerk to hold or obtain CiLCA or equivalent.
- Current or any new deputy clerk to hold or obtain CiLCA or equivalent.
- Current or any new RFO to hold or obtain an appropriate accountancy qualification.
- Clerks will be encouraged to read regular publications, 'Local Council Review' and 'The Clerk'.

- 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 Continuous Professional Development, this will be identified at the annual appraisal.
- Additional training may be requested via line managers at any time.

### Elected Members

- Induction training and a member's handbook setting out the council's policies and procedures will be provided for all newly elected members.
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election.
- Newly elected councillors are encouraged to attend YLCA's 'Off to a Flying Start' within 6 months of taking up office and 'Spreading your Wings' within two years of taking up office.
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hock basis.
- Councillors who are elected to serve on A Disciplinary and Grievance sub committee a must attend training unless they are already qualified in the subject

### **3. Prioritisation of Training and Development**

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery.
- Specialist needs of specific employees or elected members for their individual roles.
- Improvement of existing skills
- Personal development

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

A budget of at least £1800 is set annually for employee and elected members training and is reviewed annually in the Finance and Management Committee. If the attendance at CiLCA training is anticipated then this amount will need to include an extra £800.

## Training Providers for both Employees and Elected Members

- 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 , Kirklees Metropolitan Council.

### **5. Training Reports**

- A yearly summary of employee and elected members training will be presented to the council.

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

### **7. Study Leave**

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

Where employees 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.

Time off for study leave must be approved in advance. To make a request the employee is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where employees undertake study, which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) 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.

The Staffing committee is to review this statement on an annual basis and present it to the council in May of each year for its approval.

Liz Bennett ,Clerk, HVPC

Version one, Approved at Staffing Committee 8/2/2021,For approval at Annual Council on 22 March 2021