

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
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TRAINING AND DEVELOPMENT POLICY

1. Induction

Colney Heath Parish Council are keen to ensure new employees or those promoted to a new job settle in and use their potential for the Parish Council as swiftly as possible. To this end all new employees will be provided with a full induction to the Parish Council and their job by the Clerk. As well as providing employees with further information, it is an early opportunity for an employee to ask any questions they may have about the Parish Council or seek further information on the terms and conditions of employment.

2. Training Policy

Colney Heath Parish Council is committed to promoting an environment of training, learning and continuing professional development of all employees. This is essential to providing a high quality of service which meets the needs and expectations of our customers.

The budget for such training will be agreed by the Clerk after a competency/skill gap analysis or individual appraisals have been carried out and a training plan agreed and costs allocated.

All training and study applications will be considered but the benefits to the Parish Council must justify the cost, including tuition fees, travel, working hours etc. A training budget will be allocated to reflect Parish Council priorities, whilst balancing fairness across all employees. Before any study or training is authorised the following points therefore will be considered:-

- whether the training is legal requirement;
- does the training cover a competency/skill gap;
- will it develop the employee for the future and for the benefit of the Parish Council;
- can the training justify the cost.

Study is a longer-term commitment for an employee's personal development in attaining a relevant qualification. This Policy is to ensure that any employee studying over a period of time for an approved qualification is committed to the training and attaining the qualification.

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All study leave and costs must be agreed in advance by the Clerk and all coursework must be completed in the employee's own time. Once the study/training is agreed the Parish Council will pay the full amount for the course fees. Should the employee subsequently leave within three years of the completion date of the course the Parish Council will recover the cost fees using the following sliding scale:-

- within 12 months of completing the course 100% of course costs;
- between 13 months and 24 months 66.6% of the course costs;
- between 25 months and 36 months 33.3% of the course costs;
- after 36 months 0% of the course costs.

If dismissed or in the event of the employee failing to complete the course and/or obtain the qualification, the costs may be recovered using the above scale at the discretion of the Clerk.

If it is felt that the employee has not shown sufficient commitment to the studying and the course a percentage of the cost will be recovered at the discretion of the Clerk from the employee.

Should an employee wish to discuss any aspect of their training and development it should be raised initially with the Clerk.

3. Review

The Policy and procedures will be reviewed periodically by the Council to ensure that they are effective and, as appropriate, to reflect any statutory change.

This policy was adopted 27th February 2023 for a period of 2 years or until legislation changes.