



BERRY NABOR PARISH COUNCIL

Training and Development Policy

Adopted July 2026

Adapted from NALC Training and Development Policy

Purpose and scope

This purpose of this policy is to set out Berrynarbor Parish Council's position on the provision of training and development opportunities for staff and Councillors.

Berrynarbor Parish Council recognises the importance of training and development for both staff and councillors to enable the council to perform to a high standard and maintain effective working practices. The Council is committed to ensuring its staff and councillors are trained to a high standard and kept up to date with all new legislation and will support training requests that achieve this

Identifying, Meeting and Evaluating Training & Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

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

Consideration

A number of factors will be taken into account when assessing a request from an individual. 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.

Categorising training and personal development

The three categories are as follows:

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 are to be stated on 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 (Generic) include:

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

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 (job specific) may include:

- Certificate in Local Council Administration (CiLCA)

Optional

An optional qualification or optional training may not be directly linked to the individual's current job/role. 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'.

Guidance for support

Since 2020 new contracts need to referenced any 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.

Support for qualifications, training and personal development can include, financial assistance towards the cost of tuition, examinations and resource materials in addition to time for study and taking the examination.

Any financial and non-financial support to training and development is entirely at the discretion of the council.

Study leave

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

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Council will consider requests for flexible working and extra paid hours to allow the study to take place, to allow the needs of the council can be met.

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

Date of Review	Change Description	Minute No.
July 2026	New policy approved and adopted	2607-17