

Melksham Without Parish Council Training Policy

The Parish Council may sponsor employees to attend training courses that are relevant to the post they hold and which will aid personal development and provide benefit to the Parish Council in the form of expertise. Training may be outsourced or held in-house.

The Council reserves the right to seek re-imburement for any training with a cost of over £1,000 if the employee should leave the employment of the Council within two calendar years of completion of the training.

The Parish Council may support all refresher or periodic training required to ensure the employee maintains a specified level of expertise and is kept up to date with changes in practices or procedures.

The Parish Council may agree to allow paid day release for employees to attend courses for a period of up to one year; however, this will be subject to sufficient cover remaining in place at the employee's place of work. Where an application is made by an employee to attend a course which will extend beyond one year, the Parish Clerk will prepare a report to the appropriate Parish Council Committee.

Whilst the Council is prepared to sponsor employees for training courses and examination fees, which may include day release, there will be no provision for leave for study or revision. The Council is under no obligation to offer or provide leave for this purpose. Employees may wish to use a portion of their annual leave for this purpose; again, this will be subject to sufficient cover remaining in the work place.

The only exceptions to this would be:

- If the employee or a member of his/her immediate family or dependant had become ill or suffered a serious accident during the course of the training. Should this arise, study leave may be granted at the discretion of the Parish Clerk.
- If the necessity arose whereby an employee was required to have specific training and was required to join a course part-way through the session. Again, leave may be granted at the discretion of the Clerk,
- If an employee attends courses and take examinations sponsored by the Parish Council, with the majority of the course work and examinations taking place outside of normal working hours, the Council may allocate the employee two days' study leave per semester.

Employees wishing to undertake any form of training should:

- Raise this with their Line Manager at their annual personal review meeting, or
- Contact the Officer with responsibility for organising training.

All requests for training will be assessed for suitability and viability for both the employee and the Council, by the Clerk. Any employee who considers they are not being afforded the same opportunities as other members of staff may request a meeting to discuss this with the Clerk, who may wish to refer this to the personnel Sub-Committee.

The Parish Council reserves the right to amend this policy at any time, however employees already undertaking or booked to attend training, will be given one month's notice of any amendments that may affect them.

Adopted 26th June 2015 by the Staffing Resources Committee minute number 135/15a. Approved by the Full Council on the 13th July 2015 minute number 159/15.