



HOLYWELL TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY

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1. Introduction

- 1.1. Holywell Town Council is committed to the ongoing training and development of all councillors and employees. This should enable an effective contribution to the delivery of the Council's strategic objectives and priorities outlined in its business plan.
- 1.2. Holywell Town Council has the power to allocate funds towards training and development of staff and councillors, under Section 111 of the Local Government Act 1972.
- 1.3. To support this commitment, funds are allocated by the Council to a training budget each year to enable staff and councillors to receive training or development relevant to their needs. All training and development activities will be agreed taking into account budgetary constraints and the needs of the Council.
- 1.4. The Council will ensure equality of access to training and development activities. Employees and councillors are entitled to equality of opportunity in all aspects of their development.
- 1.5. The Clerk will report to the Finance & Resources Committee on a regular basis training expenditure to ensure that the training is relevant and fit for purpose. The Clerk and Town Mayor/Chair of the Council have delegated responsibility for deciding on training courses for staff and councillors.

2. Employees

- 2.1. The Finance & Resources Committee have overall responsibility for monitoring and meeting the training needs of staff.
- 2.2. All employees will have clear and measurable objectives for the performance of their work. Annual appraisals will include consideration of training and development needs. The Clerk's training and professional development needs will be identified via the annual appraisal process which will be carried out by the Town Mayor/Chair of the Council. The training needs of other staff will be identified by the Clerk through the annual appraisal process.
- 2.3. Training and development is the responsibility of each member of staff and employees are encouraged to be proactive in identifying their own needs.
- 2.4. It is expected that the Clerk will hold or will be willing to work towards attaining the Certificate in Local Council Administration (CiLCA) qualification.
- 2.5. Induction training will be provided for new members of staff.

- 2.6. The Clerk, in conjunction with members of the Finance & Resources Committee will identify training needs due to changing circumstances such as new legislation or new Council priorities or projects.
- 2.7. Records of training undertaken by employees will be kept in their personnel records.
- 2.8. Employees are encouraged to provide feedback on the quality and value of any training they undertake.

3. Councillors

- 3.1. New councillors will be provided with an induction pack. This will include information about the structure of the Council, standing orders and financial regulations, committee and sub-committee terms of reference, the budget, business plan, the good councillors guide and the code of conduct.
- 3.2. The Finance & Resources Committee will undertake an annual training needs analysis for councillors. On completing this, the results will be collated and reviewed by the Clerk and shared with the Council who will agree overall priorities taking into account budgetary resources.
- 3.3. Opportunities for councillors to attend training courses will be researched by the Clerk and brought to the attention of the Full Council. Specialist training for councillors will be considered taking account of their need and role in the Council or on committees including chairmanship and finance.
- 3.4. If a councillor feels that they have a training need they should discuss this in the first instance with the Clerk. If the whole Council requires training on a particular subject, the Clerk will consider and source appropriate qualified trainers to attend.

4. Training Resources

- 4.1. A budget will be allocated to training and development each year and all training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements.
- 4.2. Councillors and staff attending approved training can expect the following to be paid:
 - The course fees.
 - Examination fees.
 - Travelling and subsistence expenses.
- 4.3. Fees paid for by the Council can be recovered from staff and councillors whom leave the Council within two years of the training being completed. The rates of recovery are:
 - Within 6 months – 100% of training fees.
 - Between 6 -12 months – 50% of training fees.
 - Between 12-24 months – 25% of training fees.

- 4.4. The costs can be recovered from employees and councillors who fail to attend a training course that is booked and paid for by the Council without good reason.

5. Evaluation, Monitoring & Review

- 5.1. All employees will be expected to undertake evaluation of all training and development activities to determine the effectiveness of the training.
- 5.2. Councillors attending any training event are expected to provide feedback on their return and highlight any relevant material to councillors with regard to the operations of the Council.
- 5.3. An annual summary of training activity will be presented to the Full Council.
- 5.4. This policy will be reviewed for its continued suitability and effectiveness on an annual basis.

All Holywell Town Council Policies are approved by full council and subject to an annual review.

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Town Mayor & Chairman of the Council