

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Training &amp; Development Policy for Members and Staff</b></p>
	<p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>ADOPTED: 28<sup>th</sup> January 2019</b>  <b>REVIEWED: 7<sup>th</sup> March 2023</b>  <b>APPROVED: 15<sup>th</sup> May 2023</b></p>

Broadstairs and St. Peter's Town Council is committed to the ongoing training and development of all councillors and employees. From this, the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town. This policy should be read in conjunction with the Sickness Absence Policy and the Absence and Leave Policy.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

## **1. Identification of Training Needs**

There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. first aid, fire safety, manual handling etc.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

## **2. Employees**

- i) Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- ii) Current or any new Clerk to hold CiLCA, equivalent or agree to work towards it. Clerk to be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- iii) Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- iv) Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.

- v) Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- vi) Relevant additional training may be requested at any time.

### 3. Members

- i) The Council will undertake a training needs analysis with councillors soon after a main local election or bi-election of a new councillor. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have.
- ii) A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- iii) Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- iv) Newly elected members are encouraged to attend the KALC 'Basic Councillor Training'
- v) Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- vi) Specialist training will be provided on an ad-hoc basis
- vii)

Visit the KALC website for training opportunities:

[https://www.kentalc.gov.uk/Training\\_Overview\\_21678.aspx](https://www.kentalc.gov.uk/Training_Overview_21678.aspx)

### 4. Training Resources/Providers

There are different ways in which training and development can be achieved

- i) Internally –  
If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.
- Partnership –  
The Council has links with other partners where training can be sourced, such as through the Kent Association of Local Councils, Kent County Council, TDC external courses and EKC.
- i) Day Workshops/Seminars –  
When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
- ii) Conferences –  
Details of conferences are shared with employees and councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as the Kent Association of Local Councils.
- iii) Professional Qualifications –  
Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
- iv) External Training Providers –  
There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

## **5. Approval**

- 5.1 Approval will be given by the Town Clerk for courses which are up to 3 days long and/or total no more than £300.
- 5.2 For courses that are in total more than 3 days in length, total more than £300 or for professional qualifications, approval will be required from the Staff Management Sub-Committee. The member of staff may be required to present a business case.

## **6. Financial Implications/Assistance**

- 6.1 Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Town Council will sponsor employees for the examination but any re-sits may be paid by the employee.
- 6.2 Travelling costs will be paid at the discretion of the Town Clerk.
- 6.3 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 6.4 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 6.5 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

## **7. Time off Work**

- 7.1 The Council will grant paid time off for courses/qualifications that are relevant to the staff member's role/applicable to the Council.

For longer qualifications/courses, study time will be with the agreement of the Staff Management Sub-Committee and to be flexible to ensure consistent service cover.

- 7.2 Where a training course or workshop falls on an employee's non-working day/after working hours, time off in lieu (TOIL) may be accrued for hours in attendance at the training.
- 7.3 Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted.

## **8 Recording Evaluation of Training**

- 8.1 As part of the Town Council's continuing commitment to training and development, Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake at their annual appraisal and members as soon as is practically possible after training event. This information will be used to assess and improve the training process.
- 8.2 Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria: -
  - How the training and development has met the needs of the individual.
  - The impact of the training on individual performance
  - How the training has contributed to the achievements of the Council goals.

- 8.3 Records of all training undertaken by Members and staff will be kept in the file of the staff member and requests for training should be made using Appendix A to this document. All Members and staff are requested to complete a training evaluation form once the training has been completed (as per Appendix B to this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the Staff Management Sub-Committee.