



## Kimberley Town Council

### Training and Development Policy

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## **Purpose and Scope**

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and councillors. The Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the Councillor and Officer personal development.

## **Training Aims**

- To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resources available to the Council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.

## **The Identification of Training Needs**

- Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that the training needs of staff may be recognised:
  - During formal interview/review
  - Following confirmation of appointment
  - Formal and informal discussion
  - During induction
- Members will be asked to identify their development needs with advice from the appropriate body or person. There are a number of additional ways that the training needs of Members may be recognised:
  - During review
  - Following election/co-option
  - Formal and informal discussion
- Other circumstances may present the need for training:
  - Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
  - Changes in legislation
  - Changes in systems
  - New or revised qualifications become available
  - Accidents
  - Professional error
  - Introduction of new equipment
  - A change to a member of staff's job description

In summary, 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

## **Training Methods**

There are a number of ways training and development needs can be addressed including the following:

- Attendance at conferences, seminars and short courses
- Longer courses including those which lead to a qualification
- Online training
- Internal and external coaching and mentoring
- Shared in-house learning resources (books, journals, DVDs etc.). All new Councillors will be directed to The Good Councillors Guide.
- In-house training
- Work shadowing
- Time for self-directed research and learning

## **Staff Requests for Training including Study Leave**

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:

- **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. 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 Support for study leave and training below).
- **Desirable training** is not legally required for the post, but it is directly relevant to the individual's job for example Certificate in Local Council Administration (CiLCA). 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. A desirable qualification is likely to enhance the skills and reputation of the council.
- **Optional training** may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

## **Support for Study Leave and Training for Staff and Councillors**

A training budget will be set and approved annually to cover provision of training activities, attendance at conferences and training publications for members and staff.

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

Where individuals require study leave to undertake study which is not mandatory but desirable (i.e. part of the individual's formal continuous professional development), study leave will be agreed on a case by case basis and a training agreement between the Council and the member of staff/councillor will be formulated.

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

The Council is committed to supporting and encouraging councillors to take full advantage of training opportunities such as those offered by NALC. Financial support may be available for Councillor training and development e.g. workshops, courses, attendance at a conference.

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

The Council reserves the right to reclaim financial support where the employee;

- Leaves the Council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

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 Clerk (or Chair of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chair of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

### **Evaluation and Training records**

- All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.
- Members training will be recorded in the members' training folder.
- All employees are expected to keep their training record up to date.

This is a non-contractual procedure which will be reviewed annually.