

IRTHLINGBOROUGH TOWN COUNCIL



Training & Development Policy

1. STATEMENT

The Council is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and is subject to availability of financial resources.

2. TRAINING OBJECTIVES

To provide suitably trained, qualified and motivated employees for the Council at the right time and level. To provide facilities for training and retraining to meet the changing needs of the Council. To provide employees with a greater understanding of the purpose and working of the Council and their part in it. To foster the development of job satisfaction and positive attitude towards personal development. To support the mental and personal wellbeing of our employees.

3. IDENTIFICATION OF TRAINING NEEDS

Members and employees should have regard to the following when considering training needs:

- (a) Workload implication of training
- (b) The capabilities of the applicant to benefit from the training
- (c) If the application is for continued academic sponsorship, consideration should be given to the employees past attainments
- (d) the most economic and effective means of training
- (e) The provision and availability of training budget
- (f) Priority of each individual employee's need with regard to budget

4. TRAINING SCHEMES

Training courses to be financed from the Town Council staff training budget. It is expected that employees undertaking qualification training will attend the nearest reputable establishment or relevant online training course, offering the required course at the appropriate level.

5. FINANCIAL ASSISTANCE SCHEME

Where training is approved the Council will subsidise such expenses incurred as:

- (a) Tuition and examination fees
- (b) Travelling costs
- (c) Where a training need has been agreed with a staff members line manager, they would not normally be required to make up any working time lost by attending a course during

normal working hours. In certain limited circumstances staff may, at the discretion of the clerk, or in the case of the clerk attending a course, the Mayor, be required to make up working time

(d) Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the officer shall be required to sign an Agreement for Refund of Training Fees in the form annexed Except where redundancy applies this agreement provides that if a member of staff leaves council service within: 1 year of completing a course 100% of the costs will be reclaimed. 2 years of completing a course 50% of the costs will be reclaimed. Any other exceptions to this must be approved by the Council.

(e) Where an officer without good reason fails to sit for an examination within a reasonable period, fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme.

(f) The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

(g) Officers attending assisted courses are required to inform the Clerk to the Council immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

(h) The Clerk attending assisted courses is required to inform the Town Mayor immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

(i) The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

Responsible Officer	Town Clerk	Date effective from	April 2021	Review date	May 2022
Author	Town Clerk	Date last amended			

TRAINING: STATEMENT OF INTENT

1. Commitment to training	This council is committed to training in order to ensure that staff and councillors are able to operate appropriately and effectively for the benefit of the community. Training needs will be identified, and sufficient resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none"> • Formal training courses • Briefings and seminars • Local, regional and national conferences
3. Identifying Training Needs	Training needs may be triggered in a number of ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none"> • Staff appraisals (although staff may identify their own training needs at any time) • A change in working practices (as a result of, for example, a complaint, accident or new policy) • The introduction of new equipment • Changes in legislation • New councillors joining the council • New chairman of the council or committees
4. Resourcing Training	This council will make sufficient provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be sufficient funds set aside for appropriate technical literature and other publications.
5. Evidence of the benefit of trained staff and councillors	The benefit of training will be evidenced through, for example: <ul style="list-style-type: none"> • Well chaired meetings • Professional and pertinent responses to planning applications • Well documented policies and reports • Well managed projects • Well managed finances • Well informed staff and councillors • High professional conduct of staff and councillors

AGREEMENT FOR REFUND OF TRAINING FEES

BETWEEN –

- (1) [COUNCIL NAME] of [COUNCIL ADDRESS] (the Council) and
- (2) [EMPLOYEE NAME] of [EMPLOYEE ADDRESS] (“you” “the Employee”).

The purpose of this Agreement is to allow you to undertake agreed training which is of direct benefit to the Council and yourself, and which the Council is prepared to fund subject to your acceptance of refunding to the Council in the event of your employment terminating within a given period of time.

The Council will pay on your behalf (or reimburse you for) fees in respect of the following course(s):

[SPECIFY]

which will be pursued from to

The amount to be paid by the Council is £

If you do not complete the course (for whatever reason) or your employment with the Council ceases during the period of the course, you will refund the full amount to the Council. (The Council may, at its sole discretion, waive the repayment of some or all of the amount, if the course is not completed with its consent).

If your employment with the Council terminates after the completion of the course, then the whole or part of the amount paid in respect of training fees shall become due immediately and repayable to the Council by way of deduction from your pay, or otherwise, in accordance with the following schedule:

Termination of Employment	Portion of Course Fees Repayable
Up to 12 months after completion of course	100%
Between 12 months and 24 months after completion of course	50%
Over 24 months after completion of course	Nil

DECLARATION:

I have read, understand and accept the conditions set out in this Agreement.

I also authorise the Council to make any deductions from my pay, or from any final monies due in the event of termination of employment, in respect of the amount set out above. If any balance remains outstanding after such deduction(s), I undertake to re-imburse the Council accordingly.

Signed..... Date.....
(Employee)

Signed.....Date.....
(On behalf of the Council)