



STOTFOLD TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY 2024

Stotfold Town Council is committed to the ongoing training and development of all Members and employees. The Council wants to ensure that staff and Members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of new legalisation.

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

The Council will commit to:

- Develop employees and Members to achieve the objectives of the Council.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

Identification of Training Needs

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

- Induction training
- Legislative requirements i.e., first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications become available.
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/delivery of new services.

Officers

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and

should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The current or any new Clerk to hold CiLCA or equivalent. The Clerk to be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

New Councillors and Employees

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. For staff this will include manual handling, cyber security and health and safety. For Councillors this will include Council finance, cyber security, assets and Code of Conduct Training.

Members

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Councillor feels they have a training need, they should discuss this in the first instance with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. 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 with regards to Committees they are member of following the Annual Meeting. This is particularly important with regards to committees who deal with human resources, finance and planning. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk. Any Member training is to be authorised by the Chairman.

Training should be prioritised to those Members who had not attended training previously. Consideration should be taken to ensure that not too many Members attend the same training course. Any post training handouts passed to Members should be disseminated to other Members who had not attended the training. A post training evaluation form should be completed by the Member.

Training Methods

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

Internally - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation.

- Day Workshops/Seminars - When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant
- Conferences - Details of conferences are shared with employees and Councillors, again where relevant.
- Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.
- External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

Financial Implications

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of London Colney, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Recouping Costs

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

Time Off Work

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences, the only exception here is with NVQ qualifications for

trainees sponsored by the Council or which paid leave from work will be granted, provided this is approved in advance by the Clerk.

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 using either TOIL or annual leave, providing adequate notice is given by the employee.

Evaluation

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk.

Report forms will be reviewed and collated annually as part of a report to the Establishment Committee.

The completion of these forms will also help assess whether the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

Record Keeping

Each employee and Councillor have a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Revisions:

Date Adopted	Date for Review	Any Comments
January 2024	January 2026	N/A