

BINGLEY TOWN COUNCIL

The Hub, Myrtle Place, Bingley, BD16 2LF



Training and Development Policy

Adopted by the Council: 26th March 2019

Date of review: 4th November 2021

Next review: November 2024

1. Introduction

- 1.1 Bingley Town Council is committed to the ongoing training and development of all councillors and employees. This should help them to make an effective contribution to the delivery of the Council's strategic objectives and services.
- 1.2 To support this commitment, funds are allocated by the Council for 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. This will require decisions on funding specific training and development needs to be prioritised to ensure that it meets the needs of the Council.
- 1.3 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.
- 1.4 The Town Clerk will report to the Staffing Committee on a regular basis the planned training expenditure to ensure that the training is relevant and fit for purpose. The Town Clerk has delegated responsibility for deciding on training courses for staff and councillors. It is recognised that training courses can fill up quickly and early booking is needed.

2. Employees

- 2.1 The Staffing Committee will 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.
- 2.3 The Town Clerk's training and professional development needs will be identified by via the annual appraisal/development review process which will be carried out by the Chair of the Council and Chair of the Staffing Committee.
- 2.4 The training needs of other staff will be identified by the Town Clerk through the annual appraisal/development review process.
- 2.5 Training and development is the responsibility of each member of staff and employees are encouraged to be proactive in identifying their needs.
- 2.6 It is expected that the Town Clerk will hold the CiLCA qualification and the Deputy Clerk and/or Administrative Officer may be supported to pursue the qualification if considered appropriate and part of their professional development.
- 2.7 Induction training will be provided to all new members of staff.
- 2.8 The Town Clerk, in conjunction with members of the Staffing Committee, will identify training needs due the changed circumstances such as new legislation or new Council priorities or projects.
- 2.9 Records of all training undertaken by employees will be kept in their personnel records.
- 2.10 It is recognised that staff who deal with the Council's finances should undertake financial training from time to time. Other refresher training is to be limited to changes in legislation and will be limited to either attendance once every four years, or where a performance issue has been identified.
- 2.11 Employees are required 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, a map of the parish, the role of councillors and officers and the Code of Conduct.
- 3.2 The Council will undertake a bi annual training needs analysis with councillors. On completing this, the results will be collated and reviewed by the Town Clerk and

shared with the Full Council who will agree overall priorities taking account of the agreed budget.

- 3.3 Opportunities for councillors to attend training courses will be researched by the Town Clerk and brought to the attention of the Full Council.
- 3.4 Specialist/appropriate training will be considered taking account of need and role in the Council or on committees including chairmanship, planning, neighbourhood planning and finance.
- 3.5 It is recognised that Councillors who deal with the Council's finances should undertake financial training. Councillors on each of the Council's three standing committees (Planning, Finance and General Purposes and Staffing) are to undertake appropriate training as soon as possible after their appointment to the committee. Councillors are responsible for ensuring they remain up to date with the issues of the committee where they are members.
- 3.6 If a councillor feels that they have a training need they should discuss this in the first instance with the Town Clerk.
- 3.7 If the whole Council requires training on a particular subject, the Town Clerk will consider and source appropriate qualified trainers to attend.
- 3.8 All Councillors are expected to attend Code of Conduct training (where it is made available)

4. Prioritisation of Training and Development

- 4.1 Any training and development will be prioritised taking into account of:
 - Corporate delivery of Council objectives.
 - Specialist needs.
 - Improving existing skills.
 - Personal and/or professional development.
 - Legal obligations.

5. Resourcing Training

- 5.1 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.
- 5.2 Councillors and staff attending approved training can expect the following to be paid:

- The course fee.
- Examination fees.
- Travelling and subsistence expenses in accordance with the Council's current policy.

5.3 Where training is sponsored by the Town Council to enable an employee to acquire a recognised qualification, the expectation is that the employee will remain in the Council's employment for at least 12 months after the date upon which the qualification is obtained. A written agreement would make clear that if the employee leaves within the one year period, the Council would seek to reclaim costs unless there are exceptional circumstances.

5.4 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.

6. Evaluation and Monitoring

6.1 Employees and their line managers will be expected to undertake evaluation of all training and development activities to determine the effectiveness of the training.

6.2 Councillors attending any training event are expected to provide feedback to the Council on their return - highlighting any relevant material to councillors with regard to the working of the Town Council.

6.3 A yearly summary of training activity will be produced, presented to the Full Council and published on the Council's website.