

Burntwood Town Council Training Development Policy Adopted 19 November 2019

1. INTRODUCTION

1.1 This document forms Burntwood Town Council's (BTC) Training and Development Policy. It sets out the approach that BTC will adopt to ensure that both councillors and staff are properly trained and are provided with the opportunity to further develop their skills, where appropriate.

1.2 The objectives of the policy are to:

- Encourage councillors and staff to undertake appropriate training.
- Enable the Council to comply with any legal or statutory requirements
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

2. COMMITMENT TO TRAINING

2.1 BTC is committed to the ongoing training and development of all councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

2.2 BTC recognises that its most important resource is its councillors and officers. It is committed to encouraging both councillors and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure that the Council is compliant with its legal and statutory responsibilities.

2.3 Providing a comprehensive training and development programme will lead to a number of benefits:

- BTC is able to achieve its corporate aims and objectives.
- BTC is able to continuously improve the quality of the services and facilities that it provides by developing confident and well-trained councillors and staff who are able to work as part of an effective and efficient team.
- BTC can demonstrate that both its councillors and staff are valued.

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

2.5 The process of development is as follows:

- Training and development needs will be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

3. THE IDENTIFICATION OF TRAINING NEEDS

3.1 Councillors and staff will be asked to identify their development needs. There are a number of ways in which that the training and development needs can be recognised. This will be done annually as part of a wider development programme and but can also occur:

- During interview
- Following confirmation of appointment
- As part of the introduction of new policies and practices
- Annual Review

3.2 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 qualification become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a councillor or a member of staff
- Devolved services/delivery of new services

3.3 Councillors and staff who wish to be nominated for a training course should discuss this in the first instance during their appraisal where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

4. CORPORATE TRAINING

3.4 Corporate training is necessary to ensure that staff, and where relevant councillors are aware of their legal responsibilities or corporate standards, e.g. Health and Safety, Risk Management and Equal Opportunities. Staff, and where appropriate councillors, will be required to attend training courses, workshops or seminars where suitable training is identified.

5. FINANCIAL ASSISTANCE

- 5.1 It is important to note that all Council sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. So, each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. It is unlikely that councillors will be supported to undertake training for formal qualifications.
- 5.2 In order to best ensure cost effectiveness, councillors and staff will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Council in the interest of operational effectiveness or Best Value.
- 5.3 Other considerations include the following:
- Implication of staff release for training course(s) on the operational capability of the Council.
 - The most economic and effective means of training.
 - Provision and availability of training budget.
- 5.4 For approved courses councillors and staff can expect the following to be sponsored:
- The course fees
 - Examination fees
 - Associated membership fees
 - One payment to re-take a failed examination
- 5.5 Staff attending courses are required to inform the Town Clerk immediately of any absences, in accordance with the Council's sickness reporting arrangements.
- 5.6 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- 5.7 BTC operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave BTC employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.

6. STUDY LEAVE

- 6.1 Staff who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses.
 - Time to sit examinations.
 - Study time of one day per examination (to be discussed and agreed by the Town Clerk in advance).

7. SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

7.1 Where attendance is required at a short course, a full day of paid leave will be granted.

7.2 Councillors and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fees
- Travelling expenses in accordance with the Council's current policy.
- Subsistence in accordance with the Council's current policy.

8. EVALUATION OF TRAINING

8.1 Records of all training undertaken will be kept in the personnel files of each member of staff.

8.2 As part of BTC's continuing commitment to training and development, attendees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

9. LINKING WITH OTHER COUNCIL POLICIES

9.1 The Training and Development Programme will also relate contribute to and be supported by other BTC policies as flows:

- Equality of opportunity will apply to all aspects of councillors and staff training and development.
- Training and development greatly assist in achieving good governance and an effective system of Risk Management.
- Continuous training and development are key to ensuring that a positive approach to Health and Safety is embedded throughout the authority.
- Undertaking training is a clear indication of Continuing Professional Development.

10. REPORTING ON PROGRESS

10.1 The Town Clerk will report annually to the Policy and Resources Committee on the effectiveness of the training and development programme.

11. FREEDOM OF INFORMATION

11.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.burntwood-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council's office.