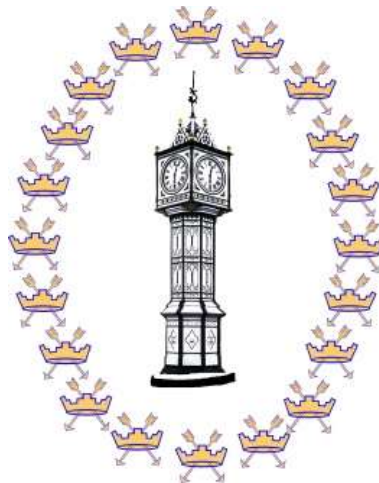


DOWNHAM MARKET TOWN COUNCIL



TRAINING AND DEVELOPMENT POLICY

DATE & MEETING IMPLEMENTED	January 2020	
DATE OF REVIEW		
SIGNED	Clr Hayes, Mayor	

1. The Town Council's Commitment to Training and Development

1.1 Downham Market Town Council aspires to be a first-class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

1.2 The Council will ensure that employees and members will be 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 be kept informed of all new legislation.

1.3 The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

1.4 The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets

2. Identifying training needs

2.1 Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to train towards CiLCA or equivalent. Clerk to be a member of National Association of Local Councils (NALC) the Society of Local Council Clerks (SLCC) and the Local Council Public Advisory Service (LCPAS). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- Other relevant training due to legislative requirements may be necessary including; First Aid, Fire Safety & Manual Handling.
- Additional training may be requested at any time.

2.2 Members

- A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- Training requirements for members will usually be identified by the Clerk and the Mayor and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council

- Newly elected members are encouraged to attend the Norfolk ALC 'Being and Effective Councillor' training
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training will be provided on an ad-hoc basis

2.3 Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

3. Training Resources/Providers

3.1 An annual budget will be set for employee and members training. The Town Council will ensure that membership fees for NALC, SLCC and LCPAS are included annually in the budget.

Training Providers for both employees and members

- Society of Local Council Clerks
- Norfolk ALC
- National Association of Local Councils
- Local Council Public Advisory Service
- Regional and national seminars/conferences
- Principal Authorities
- In-house

4. Financial Assistance

4.1 It is important to note that all 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.

4.2 Each request will be considered on an individual basis and the benefits to the individual and the council will be identified.

4.3 In order to best ensure cost effectiveness, employees and members will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Finance and Human Resources Committee in the interest of operational effectiveness or Best Value.

For approved courses employees and members can expect the following to be sponsored;

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination
- Travel fees

4.4 Employees and members attending sponsored courses are required to inform the Town Clerk immediately of any absences, giving reasons. 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. Study Leave

5.1 Employees who are given approval to undertake external qualifications are granted the following;

- Study time to attend day-release courses

- Time to sit examinations
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

6. Evaluation of Training

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

6.2 As part of the Town Council's continuing commitment to training and development, employees 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.

7. Review

7.1 This training and development policy is to be reviewed by the Town Clerk and the Human Resources committee on an annual basis and presented to the Council each year for its approval.