



STAFF TRAINING AND DEVELOPMENT POLICY

DATE OF IMPLEMENTATION: Full Council 18 JULY 2023

Signed: Mayor

Date:

Date of Review

STAFF TRAINING AND DEVELOPMENT POLICY

INTRODUCTION

Downham Market Town Council (the Council) is committed to:

- . Ensuring all employees have the skills, knowledge and attitudes appropriate to their roles and responsibilities within the Council;
- . Endeavouring to provide employees with the skills, knowledge and to promote positive attitudes consistent with the future demands of the Council;
- . Regularly reviewing individual development and training needs as part of appraisal;
- . Ensuring that all employees have access to training and development opportunities;
- . Encouraging all employees to make appropriate use of development and training opportunities;
- . Providing resources which will facilitate these commitments;
- . Empowering employees to take ownership of their own development, with support from the Town Clerk.

1. EQUALITY STATEMENT

This procedure will not discriminate either directly or indirectly, on the grounds of any of the protected characteristics as outlined in the Equality Act 2010.

2. TRAINING AND DEVELOPMENT INITIATIVES

The Council provides a range of training and development opportunities for employees which fall into the following categories:

.Enhancement of skills for an employee's current roles

These include internal and external courses providing technical training and specialist training relating to the skills that employees require for their job. This also includes professional development. Employees will be asked to identify their development needs with advice from the Town Clerk, during their appraisal interview.

.Professional Qualifications/Leadership and Management Programmes

These include qualifications required for certain professions. Training under this category will include an agreement to pay back costs incurred if the employee leaves the Council within a specified period of time. The Council expects the Town Clerk and Deputy Town Clerk to hold, or undertake training for, the Certificate in Local Council Administration (CILCA).

.Refresher Training

Training requirements are identified and form part of a 12 month rolling programme.

3. ROLES AND RESPONSIBILITIES

The Town Clerk and employees have a responsibility for the implementation of training and development initiatives.

- . Encourage and enable employees to undertake appropriate training and development opportunities;
- . Empower employees to take ownership of their own development;
- . Monitor and evaluate the effectiveness of learning for employees who have undergone training and development;
- . Support employees with the implementation of skills that they have gained through training;
- . Encourage knowledge sharing.

4. RECORD OF TRAINING

Upon completion of a training course/programme a record will be kept on the employee's file.

Employee training records will be held and destroyed within the provisions of the General Data Protection Regulations (GDPR) and any Council policy which derives from that Act.

5. EVALUATING TRAINING AND RESULTS

Critical to the success of planning and delivering training and development activities is monitoring resources and measuring the outcomes.

Upon completion of training, employees will be asked to complete an evaluation form, which will be used to evaluate the effectiveness and relevance of training. (Appendix A)

6. STUDY LEAVE

Employees 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 with the Town Clerk in advance);
- . Provision of study time must be agreed with the Town Clerk prior to the course being undertaken.

7. FINANCIAL ASSISTANCE

The Council will ensure that training for staff is adequately covered as a training item in the annual budget and that membership fees for associated organisations will be included.

Any request from staff to attend training must be made to the Town Clerk, who has delegated authority from Full Council, if within budget. Any request outside of budget, will be referred to The Human Resources Committee. Each request will be considered on an individual basis and the benefits to the individual's development needs, alongside the Council's objectives.

Staff attending training courses can expect the following to be paid:

- . The course fee
- . Any examination fee
- . Associated membership fees
- . Travel expenses

This policy will be reviewed every 3 years from the adoption date.

8. TRAINING REQUEST FORM

A training request form can be obtained from the Town Clerk.

‘Appendix A’

**DOWNHAM MARKET TOWN COUNCIL
TRAINING EVALUATION FORM**

We appreciate that you will have taken the time to complete this and will use the feedback you provide to inform our progress and future planning.

Employee’s Name:

Type of Training:

Date and Time:

Venue:

Trainers/s:

Instructions: Please leave a score for each section below.	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)	Scoring
1. The training met its objectives					
2. The presenters were engaging					
3. The training materials were appropriate					
4. The trainers were well prepared and able to address my questions well					
5. The training duration was appropriate					
6. The pace of the course was suited to the content and attendees					
7. The exercises were practical and informative					
8. The mode of delivery was appropriate for the training					
TOTAL:					

Did the training meet your expectations: YES/NO

List three things you gained from the training:

- 1.
- 2.
- 3.

How could we improve future training on the subject matter?

- 1.
- 2.

Is there any other training that you have identified that could better assist you and/or other employees?

- 1.
- 2.