

# Thame Town Council

## Training and Development Policy

### 1. Introduction

- 1.1 Training and development are important in ensuring the Town Council meets its corporate aims and objectives. They provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.
- 1.2 The Town Council encourages staff in training and development within its resources and therefore training opportunities will be determined and prioritised by the need to meet service requirements, delivery and aims.
- 1.3 The Town Council is also committed to training and development for employees and Members of the Council, to enable them to carry out their roles effectively.
- 1.4 The Town Council encourages all line managers to fulfil their responsibilities to staff by enabling them to receive adequate training and to support the personal development of staff.

### 2. Identification of Training Needs

#### 2.1 Employees

- i) Training and Development are the responsibility of each member of staff and therefore all employees are encouraged to be proactive in identifying their training and development needs.
- ii) Induction training is provided for all new employees.
- iii) Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- iv) Future training requirements will form part of the annual appraisal for every member of staff.
- v) Additional training may be requested via managers at any time.

## 2.2 Members

- i) Induction training will be provided for all new Members.
- ii) Individual training requirements will be discussed with Members.
- iii) Members will be given in-house training on an ad-hoc basis.

## 3. Prioritising Training and Development

3.1 Any personal development training will be prioritised as follows:-

- i) Corporate/Service delivery
- ii) Specialist needs
- iii) Improving existing skills
- iv) Personal development

## 4. Resourcing Training

4.1 Each of the service areas, Central, Outside and Democratic, will be provided with a specific budget for training and development. All training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements

4.2 **Qualification Training** – any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.

4.3 **NVQ's** – these will be viewed as a means of accrediting existing knowledge and the Council will encourage this type of development.

4.4 **CPD** – any training and development key to the Career Personal Development of an individual will be supported.

4.5 Members training and development opportunities will be arranged mainly through the Oxfordshire Association of Local Councils (OALC) and also in-house.

## 5. Financial Assistance

5.1 Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Town Council will sponsor employees for the examination but any re-sits may be paid by the employee.

5.2 Travelling costs will be paid at the discretion of the Town Clerk.

5.3 Where training is sponsored by the Town Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to undertake to remain in the

service of the Town Council for a period of two years from the date on which the qualification is obtained. If the employee leaves within the two year period all costs will be reclaimed in full, except in the most exceptional circumstances.

- 5.4 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 5.5 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 5.6 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

## **6. Evaluation and Training Records**

- 6.1 All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.
- 6.2 An annual summary of members training will be undertaken.
- 6.3 An annual record of employee training may be presented to the Personnel Committee if requested.
- 6.4 In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.
- 6.5 All employees are expected to keep their training record up to date.