

# SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the  
Shaftesbury Community*

## Staff and Member Training Policy

**Date of Adoption: 15<sup>th</sup> November 2022**

**Review Date:**



Managing People Policies

## **1. Introduction**

Shaftesbury Town Council is committed to the ongoing training and development of all councillors and employees and will encourage them to enhance their skills, knowledge and qualifications through training and development. Shaftesbury Town Council will ensure necessary training is undertaken to ensure compliance with all legal and statutory requirements.

## **2. Identification of training and development needs**

An employee who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee.

Individual staff training needs will be discussed at Performance and Development Review meetings in September and April; however, training needs may arise at any point of the year and should be addressed as soon as possible.

If a councillor feels they have a training need they should discuss this in the first instance with the Town Clerk. The Town Clerk will assess the request and ascertain whether this is something all councillors may be interested in / or benefit from undertaking. The Council will undertake an annual training needs analysis with councillors as soon as practicable after each Annual Meeting of the Council in May.

Training needs may also be identified through the following:

- Questionnaires
- During interview
- Following confirmation of election/appointment
- Formal and informal discussion.

Training and development needs may also be identified due to:

- Legislative requirements
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services/ delivery of new services

## **3. New councillors and employees**

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council finance, assets, health and safety, welfare and Code of Conduct Training.

The Town Clerk / Line Manager will assess any essential training needed to effectively carry out the role.

## **4. Consideration and allocation of training**

Training will be allocated in a fair manner and Shaftesbury Town Council will ensure that all training is evaluated to assess its value.

## **5. Training Methods**

There are different ways in which training, and development can be achieved.

### **5.1 Internally**

Training can be given utilising in-house expertise and knowledge. This may include general computer training, training on specific work procedures or Council specific practices and legislation.

### **5.2 Partnership**

The Council has links with other partners where training can be sourced, such as through the Dorset Association of Local Councils (DAPTC), Society of Local Council Clerks (SLCC), Bright HR and Dorset Council.

### **5.3 Day Workshops/Seminars**

When Council Officers receive information on workshops and seminars this should be shared with employees and councillors, where relevant.

### **5.4 Conferences**

Details of conferences should be shared with employees and councillors, where relevant.

### **5.5 External Training Providers**

There are numerous training providers available.

Upon identifying a training need, the employee/councillor and their line manager/Town Clerk should consider the most effective way in which the training can be sourced and whether others may benefit from the training.

### **5.6 Individual training programs**

All employees who have worked for the council for more than six months are eligible to apply for participation in an external training program. Employees can be absent for training for up to 10 days per year. Employees may be asked to provide proof of attendance.

### **5.7 Corporate training programs**

The council may occasionally engage experts to train employees and/or councillors. The cost of corporate training will be covered by the council.

Examples of this kind of training and development are:

- Conflict resolution training
- First Aid Training

## **6. MEMBERSHIP OF PROFESSIONAL BODIES.**

The Council will consider applications from employees for membership of professional bodies.

## **7. PROCEDURES**

### **7.1 Procedures for Employees**

This procedure should be followed when employees wish to attend external training sessions or conferences:

- A training-need should be identified.
- Employees must discuss potential training programs or methods with their Line Manager or the Town Clerk
- The Line Manager or the Town Clerk must present a proposal to Full Council for consideration.
- Full Council must research the proposal, with attention to budget and training content.
- Full Council shall approve or reject the proposal. If Council reject it, the Chairman should provide the employee with the reasons in writing.
- If Full Council approves, the Line Manager / Town Clerk will arrange for dates, accommodation, reserving places etc.
- In cases where training ends with examination, employees are obliged to submit the results. If they fail the examination, the council will pay 50% towards the re-take of one examination.

### **7.2 Procedure for Councillors**

Councillor are expected to attend training sessions and conferences. This procedure should be followed:

- Councillors must discuss potential training programs or methods with the Town Clerk.
- For individual training courses costing over £100 or for conferences whereby the councillor will be representing the council, a proposal must be made to Full Council for consideration.
- The Full Council must research and consider the proposal, with attention to budget and training content.
- For training courses costing under £100 the Town Clerk must research and consider the proposal, with attention to budget and training content.
- If the request is rejected, the Town Clerk should provide the councillor with reasons in writing.
- If the request is approved, the Town Clerk will arrange for dates, reserving places, etc.
- In cases where training ends with examination, councillors are obliged to submit the results. If they fail the examination, the council will pay 50% towards the re-take of one examination.

## **8. FINANCIAL IMPLICATIONS**

### **8.1 Training Budget**

Training and development will be achieved by including a financial allocation within the annual budget (the Precept), as well as taking advantage of any relevant partnership or in house provision available.

When calculating the financial allocation, any training needs identified as part of the annual Performance and Review process and the Councillors training needs will be taken into consideration.

When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and 50% payment towards re-take one failed examination.

### **8.2 Recouping Costs**

If a member of staff resigns from post or is dismissed, the council may deduct any payments in respect of fees for training courses completed within the two years, immediately prior to the date of such resignation or dismissal.

### **8.3 Travel Expenses**

Employees or councillors attending training outside of Shaftesbury may submit an expense claim to cover sustenance and travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made. Expenses will be paid in line with the council's Pay Policy Statement.

## **9. TIME OFF WORK**

The Council will grant paid time off work for work related training courses funded by the council, providing these are approved by the Town Clerk, through their line manager. Where a work-related training course or workshop falls on an employee's non-working day, time off in lieu may be accrued for hours in attendance at the training. Where an employee requires time off work for a work-related exam or study leave prior to a work-related exam, the Council will be flexible when considering the request.

## **10. EVALUATION**

It is vital that any training undertaken is evaluated for effectiveness.

## **11. RECORD KEEPING**

Each employee and councillor has a Training Log which is held securely by the Town Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Town Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

## **12. REVIEW**

This Training and Development Policy was reviewed by the Town Clerk, and presented to Full Council 15<sup>th</sup> November 2022, for approval and adoption, minute no FC106.

Future reviews will be done either annually or when there are changes to current legislation, whichever is the sooner.