



## TRAINING AND DEVELOPMENT POLICY

### INTRODUCTION

Credition Town Council (CTC) is committed to the ongoing training and development of all officers and members to ensure the highest standard of representation and services for the residents of Credition.

This policy sets out:

- CTC's commitment to training and development
- the identification of training and development needs
- financial assistance
- study leave
- the monitoring of the policy.

### COMMITMENT TO TRAINING AND DEVELOPMENT

The objectives of this policy are to:

- encourage officers and members to undertake appropriate training and development
- allocate training in a fair manner
- ensure that training and development is evaluated in order to judge its value to both the Council and individuals

CTC recognises that one of its most important resources is its officers and members. Therefore, it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

CTC expects its officers to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of their professional bodies. Therefore, CTC will subscribe to the Society of Local Council Clerks (SLCC) and Devon Association of Local Councils (DALC) each municipal year.

To support this, funds will be allocated to a training budget each year to enable officers and members to attend training events and conferences relevant to their duties and needs of CTC.

### IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS

The Town Clerk will identify training and development for all officers and members. They will identify appropriate training and development opportunities to meet the ascertained training and development needs.

Approval of the payment of training and development opportunities for officers will be made by the Town Clerk, inline with CTC's adopted Financial Regulations. Any additional approval will be made in line with CTC's adopted Financial Regulations.

In the first instance, any requests for training and development provisions will be discussed with the Town Clerk. Should it be required, the Town Clerk will add the request to a meeting of the HR Committee to determine whether the training and development is relevant to CTC's needs and/or service delivery.

Appropriate training and development will be necessary to ensure that both officers and members are aware of their legal responsibilities or requirements e.g. health and safety, risk management, employment law and equal opportunities.

Both officers and members will be required to attend training courses, workshops or seminars where suitable provision is identified.

### **NEW MEMBER INFORMATION**

As soon as practicable after joining CTC, members will attend appropriate training sessions to familiarise themselves with the general work of CTC.

The Town Clerk will provide an induction pack to all new members. The pack will include:

- Welcome and council information
- Adopted Code of Conduct
- Standing Orders
- Financial Regulations
- Meetings calendar
- Register of Interests form for completion
- Any other relevant and current information.

### **FUNDING TRAINING AND DEVELOPMENT**

All CTC-approved training must be appropriate to the needs of CTC, be relevant to the role of the individual, and is subject to availability of financial resources.

For approved CPD courses, officers can expect the following to be funded:

- Course and associated fees.

Failure to sit an examination or submitting work may result in CTC withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Any officer undertaking post-entry qualifications funded by CTC must be aware that should they leave CTC employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training. If this is the case, a training agreement will be provided.

Officers and members can expect to receive reimbursement for travelling and subsidiary costs, subject to appropriate receipts being provided.

## **STUDY LEAVE**

Officers who are given approval to undertake external qualifications may be granted:

- study time to attend day-release courses
- time to sit examinations
- study time of one day per examination

Provision of study time must be agreed with the Town Clerk and the HR Committee prior to leave being undertaken.

## **EFFECTIVENESS OF TRAINING AND DEVELOPMENT**

Officers and members who undertake training and development activities will be required to evaluate their effectiveness after the event.

Training and development logs will be held for all officers and members.

The monitoring of the effectiveness of this policy will be the responsibility of the HR Committee.