



Battle Town Council



TRAINING AND DEVELOPMENT POLICY

1. Introduction

- 1.1 The Council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services, and will seek to create a culture of continuing development.
- 1.2 The Council will comply with the principles of the National Training Strategy for Parish and Town Councils and will subscribe to the Sussex and Surrey Association of Local Councils and Society of Local Council Clerks to ensure staff and councillors may attend their training.

2. Policy Commitments

- 2.1 The Council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

3. Training Plan

- 3.1 The Finance and General Purposes committee will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 Records of all training of staff and councillors will be kept by the Town Clerk.
- 3.3 A training schedule will be drawn up by the Town Clerk for approval by the Finance and General Purposes committee for staff to ensure all training is relevant, fit for purpose and is carried out in a cost effective manner. This schedule will be informed by training needs of staff identified through the staff appraisal system. Particular consideration will be given to carrying out training locally possibly in liaison with other local councils.
- 3.4 All new councillors will receive an induction pack prepared by the Town Clerk and invited to attend an induction meeting with the Town Clerk and Chairman of Council following the elections every four years, where basic information relating to the Council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.



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3.5 After the Annual Council meeting the elected Chairman and Chairman of committees will receive in house training by the Town Clerk specific to their responsibilities.

4. Professional Qualifications

4.1 All staff members will be encouraged to pursue professional qualifications, such as the Certificate in Local Council Administration (CiLCA) or equivalent. It will be a requirement of the Town Clerk role for the job holder to hold the qualification, or commit to achieving it within eighteen months of appointment.

4.2 The Council will meet the financial cost of registering for and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

4.3 Additional higher level qualifications, or specific qualifications relevant to the role will be discussed as part of the annual appraisal. The Council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the Council and staff member.

TRAINING AND DEVELOPMENT POLICY - Appendix

5. Introduction

5.1 The Council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members, and consistently lead to improved performance in their current role.

5.2 Equally, the Council acknowledges that such personal development will occasionally lead staff members to seek alternate employment to maximise their new skills.

6. Payment of Training Course Fees

6.1 Where there is clear benefit to the Council, payment for any personal development will be made by the Council, and the staff member will be expected to use their new skills in their current role.

6.2 Where the total cost of the training course exceeds £250, the staff member will repay to the Council the full cost of the personal development training, if they leave the employment of the Council within 12 months of the completion of the training.



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6.3 Where the cost of the training course exceeds £500, the staff member will repay to the Council the full cost of the personal development training, if they leave the employment of the Council within 12 months of the completion of the training, and 50% of the total cost of the training if they leave the employment of the Council after 12 months, but within 24 months of the completion of the training.

7. Application of Policy

7.1 The policy will not apply to any training course which is deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

7.2 The staff member will be reminded of the conditions of payment for any personal development course before bookings are confirmed. The decision as to whether a course is for personal development will be agreed between the staff member and their line manager.

*Adopted 7 July 2015
Appendix adopted 15 September 2015*