



## **HOWDEN TOWN COUNCIL**

### **TRAINING AND DEVELOPMENT POLICY**

#### Introduction

Howden Town Council understands the importance of training and development and is committed to ensuring its councillors, employees and volunteers are suitably trained to meet the needs placed on them by their roles.

#### Policy Statement

Employees and councillors are expected to embrace the ethos of training and the merits of a well run and pro-active council structure. It is the council's intention that all councillors and employees are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices, to keep up to date with all new legislation, to meet their statutory obligations and to continue to develop through training and learning opportunities.

All training undertaken should improve the skills and / or knowledge of members, staff and volunteers, and contribute towards the achievement of the Town Council's objectives.

#### Training Definition and Identification

Training needs are identified and assessed on a continual basis. Training may be required to meet the specific needs of an individual, for a team or for the Council as a whole.

Training includes but is not limited to:

- Induction briefing
- Attendance at formal courses and conferences
- Informal networking
- Being mentored and mentoring
- Online courses and
- Reading and private study

The Clerk will review training requirements in the light of changes to legislation or any quality systems relevant to the council such as new equipment, complaints received or incidents which highlights training needs and requests from councillors or the Clerk.

Training may be carried out at council premises or at external premises. On line training will be encouraged where available to avoid the need to travel.

#### Staff Training

Howden Town Council encourages councillors and employees to come forward with suggestions for employment related training for their own development. Requests should be submitted to the Clerk and progressed to the Personnel and Grievance Committee where relevant. Development needs may be identified and agreed as part of the annual appraisal.

The council may request staff undertake training for any specialist activities the employee is required to undertake on behalf of the Council.

Training needs of staff will be identified by the Clerk.

### Councillor Training

Councillor training is not mandatory; however it is highly recommended that advantage is taken of all training opportunities.

All new councillors will be provided with an induction pack and offered the opportunity to attend any appropriate training courses.

Additional opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training in the form of briefings and updates will be circulated by the Clerk for study by councillors.

Training needs of councillors may be identified by themselves, the Chairman or the Clerk.

### Volunteer Training

Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role and will vary according to:

- The job or activity
- The existing competence of volunteers
- The circumstances of the work
- The tools and / or equipment being used

The training standard however must be sufficient to ensure the Health and Safety of the volunteers or any people who might be affected by the work, as far as is reasonably practicable. Training will be the responsibility of the staff member or councillor accountable for the work.

For volunteers on Town Council activities the following (as a minimum) will be provided:

- Briefings on relevant health and safety matters and the scope of their work prior to starting
- Assessment of their skill, knowledge and capacity to complete the task in hand
- Briefing on the safe use of any equipment provided by the Council

### Record of Training

The Clerk will maintain a record of training attended for all employees, councillors and where appropriate volunteers.

### Training Fees

Training fees will be paid for by Howden Town Council subject to permission to attend the course being granted by the Council.

Where training costs are £500 or more, Howden Town Council will recover some or all of the costs should an employee leave the employment of Howden Town Council within a short time of the completion of the training, as per the repayment details outlined below:

- If an employee leaves the Council's employment prior to completing the training they will repay 100 percent of the costs incurred at the time
- If an employee leaves the Council's employment in the period of up to 12 months after the completion of the training, they will repay 100 percent of the costs stated above
- If an employee leaves the Council's employment in the period of between 12 months and two years after the completion of the training, they will repay 50 percent of the costs stated above
- If an employee fails to complete the course, while still in employment, they will repay 50 percent of the course fees, unless there are extenuating circumstances as determined by the Council

The terms outlined above will be sent to the employee in a letter asking them to sign to acknowledge Howden Town Council's training policy prior to the training taking place.

### Training Budget

The Council will set aside appropriate funds each year to meet the training needs for its employees and councillors.

The amount required will be identified on an annual basis as part of the budget planning process.

### Personal Development

Employees may identify other training in which they wish to participate and can request support from Howden Town Council. Each request will be considered on its merits. Where training is identified by an employee but it is not regarded by Howden Town Council as essential to the requirements of the employee's job, Howden Town Council may, at its discretion, contribute toward fees or allow time off for the course, but is under no obligation to do so. All requests for non-essential training will be considered on an individual basis.

Policy adopted: Full Council November 21<sup>st</sup> 2023

To be reviewed every two years

