**UPPINGHAM TOWN COUNCIL**

**TRAINING AND DEVELOPMENT POLICY**

**Introduction**

1 The Town Council is committed to training and development for employees and members of the Council, to enable them to carry out their roles effectively. Training and development are important in providing appropriate skills to develop, plan and deliver the Council’s services, to ensure the Council meets its aims and objectives.

**Employees’ Training Needs**

2 The Clerk is responsible for ensuring that all staff (including him/herself) receive

adequate training, and for supporting their personal development. The Clerk

will be alert to changes in training need due to changing circumstances.

3 Induction training will be provided for all new employees. Other training

opportunities will be prioritised by the need to deliver service requirements, and

by relevant health & safety needs.

4 Employees are encouraged to be proactive in identifying their training and

development needs. These will be discussed at each 6-monthy appraisal

meeting with each member of staff.

5 It is a mandatory requirement for the Clerk to be CiLCA-qualified, or to obtain that qualification as soon as possible.

**Members’ Training Needs**

5 Induction training will be provided for all new councillors.

6 The Clerk will ensure that other training opportunities are made known to

members; members are encouraged to take advantage of these, whenever

relevant. Reasonable travelling costs will be reimbursed to members on

request.

**Resourcing of training**

7 A training & development budget will be set annually, as part of the Council’s overall budget-setting process. Every endeavour should be made not to exceed the training & development budget.

8 The Clerk will ensure that all training undertaken by employees and members is designed and evaluated to meet organisational requirements. It may be provided by external providers or through the Council’s in-house resources.

9 No employee or member should sign-up for a training opportunity without the prior approval of the Clerk. If the training is for the Clerk him/herself, the prior approval must be by the staffing committee.

10 Where training is funded by the Council to enable an employee to acquire a

recognised qualification:

1. if the employee fails to sit an examination within a reasonable period or fails

to show satisfactory progress in studying, the Council will withdraw its funding and require reimbursement of the funding received by the employee to date.

1. the employee will, other than in exceptional circumstances, be required, if

he/she leaves the Council within two years of the qualification being obtained, to reimburse the Council for a proportion of the costs of that training, commensurate with the proportion of the two years which has elapsed.

**Evaluation and training records**

11 All employees and members who undertake training are expected to provide to the Clerk a written evaluation of the training upon completion, to assess its relevance and effectiveness.

12 The Clerk will provide to councillors an annual summary of the training undertaken by employees and members, and of its assessed effectiveness.

13 An individual training record will be maintained by the Clerk in respect of each employee and member, including him/herself, showing each course attended (with date) and any qualifications obtained therefrom.

This Policy was approved by Uppingham Town Council at its meeting on 2 October 2020.