



# BENTHAM TOWN COUNCIL

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## TRAINING AND DEVELOPMENT POLICY

Statement of Intent on Training and Development for Staff and Elected Members

### 1. **Bentham Town Council's Commitment to Training & Development**

Bentham Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives by providing the skills required to deliver high quality services, along with management skills to manage and plan those services.

Bentham Town Council encourages employees and elected members to undertake training and development provided from internal and external sources.

Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies, to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council commits itself to, and will adopt, the following;

- To develop employees and elected members to achieve the objectives of the council.
- To review regularly the needs of, and to plan training and development for, employees and elected members.
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office.
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness.

## 2. Identification of Training Needs

### Employees

- Induction training for new employees will be provided.
- Current or any new clerk to hold or obtain CiLCA or equivalent.
- Current or any new deputy clerk to hold or obtain CiLCA or equivalent.
- Employees are encouraged to be proactive in identifying their own training and development needs, linked to the aims of the council and the contribution of the individual employee.
- Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.
- Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal.
- Additional training may be requested via line managers at any time.

### Elected Members

- Induction training and a member's welcome pack setting out the council's policies and procedures will be provided for all newly elected members.
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election.
- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" within one year of taking up office.
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hock basis.

## 3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows, in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery.
- Specialist needs of specific employees or elected members for their individual roles.
- Improvement of existing skills.
- Personal development.

## 4. Training Resources/Providers

A budget of £1,000 is set annually for employees and elected members training.

Training Providers for both Employees and Elected Members: -

- Society of Local Council Clerks
- Yorkshire Local Councils Associations
- National Association of Local Councils
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority North Yorkshire County Council
- In-house.

5. **Training Reports**

A yearly summary of employee and elected members training will be presented to the council at the May meeting.

6. **Requests for Training and Approval of Attendance**

No reasonable request for training will be denied.

The Clerk has delegated power to approve requests for training for courses/events that cost £50 or less.

The council and/or finance committee and/or the Clerk will take account of councillor and employee needs, and the budget provision when granting approval:

- Councillors must submit a request to attend training events costing over £50 to a full council meeting of Bentham Town Council.
- Councillors must submit a request to attend training events costing £50 or less to the Clerk.
- Employees must submit a request to attend training events costing over £50 to a full council meeting, or to the finance committee, of Bentham Town Council.
- Employees must submit a request to attend training events costing £50 or less to the Clerk.

7. **Review of this Statement of Intent**

The Finance committee is to review this statement on an annual basis and present it to the council in May of each year for its approval.

**DATE ADOPTED 2<sup>nd</sup> November 2020**

**DATE LAST REVIEWED – not applicable**

**DATE OF NEXT REVIEW – May 2021**