



Bollington

TOWN COUNCIL

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Training and Development Policy

This policy was adopted by the Council at its meeting held on 5th July 2022.

This version of the Training and Development Policy supersedes any previous versions.

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Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2022	27/05/2022	HW	Policy reviewed and updated with Town Clerk
00.02_2022	22/06/2022		Reviewed by the Personnel, Policy & Governance Committee
01.00_2022	05/07/2022		Adopted by Full Council

1. Introduction

Bollington Town Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the improvement of not only the Council and the Community it serves, but also the Councillor and staff personnel development.

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisation”.

2. Purpose and scope

This purpose of this policy is to set out the Council’s position on the provision of training and development opportunities for staff, whether full or part time, temporary or fixed term, and Members.

3. Training aims

The Council’s training aims are the following:

To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.

To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.

To ensure an acceptable level of succession planning in order to:

Ensure the Council can operate effectively following local elections and potential changes to the Council membership.

Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.).

4. Staff training

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods,
- One-to-ones,
- Appraisal,
- Workforce planning,
- Team meetings,
- Change processes.

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences and short courses,
- Online training,
- Internal coaching,
- Shared in-house learning resources (books, journals, etc.),
- In house training,
- Work shadowing,
- Time for self-directed research and learning.

5. Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

6. Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk or Town Mayor in the case of the Clerk, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk or Town Mayor in the case of the Clerk will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

7. Councillors' Training

All new Councillors will be provided with an Induction pack and receive an induction session with the Clerk. as soon as practicable after the local elections or co-option.

All Councillors should read the following: Standing Orders, Financial Regulations, Code of Conduct and The Good Councillor Guide.

All new Councillors should attend Induction for Councillors and Clerks run by CHALC.

Individual training requirements will be discussed with Councillors but all Councillors are obligated to keep up to date with changes in Local Government policy and procedures.

All Councillors are encouraged to attend training events as appropriate to members and Councils needs and responsibilities

Councillors training and development opportunities will be arranged mainly through the Cheshire Association of Local Councils (ChALC) and also in- house.

8. Financial Assistance

A training budget will be set and approved annually to cover provision of training activities, attendance at conferences and training publications for members & staff.

Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.

Travel expenses will be met by the Town Council following pre-approval from the Town Clerk.

Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

Councillors who fail to attend a course that has been paid for by the Council may be asked to cover the cost.

9. Evaluation and Training Records

All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.

A record of training will be kept for all Councillors and staff.

An annual record of employee training will be presented to the Personnel Committee.

In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.