

TROWBRIDGE TOWN COUNCIL

Working with the Community

Training and Development Policy & Procedure

POLICY STATEMENT

Trowbridge Town Council (“the Council”) recognises the important contribution that training makes both for the effective operation and improvement of its services and for the career development of its individual employees. The Council will encourage members to undertake training appropriate to their circumstances and will encourage each employee to undertake training in order to develop their individual skills and abilities.

To this end, advice and assistance on training will be given relevant to members and employees, including volunteers.

Policy Objective

The training policy refers to all members and employees and seeks to: -

- (a) provide induction training for new members and staff, including volunteers, and for those transferred to new roles
- (b) ensure that appropriate training is available to enable individuals to achieve effective performance in their roles
- (c) provide training and development for possible future individual roles and responsibilities and additional activities to be undertaken by the Council
- (d) provide information, instruction and training to ensure the health and safety of all members, employees and volunteers
- (e) provide instruction and training on the Council’s operational policies, practices and procedures.

The Council recognises that because of its size, opportunities for promotion are limited. Ambitious staff are likely to obtain promotion elsewhere but we recognise our responsibility for providing training for staff development.

1. Responsibility for managing the Policy Management:

The prime responsibility for training rests with management and all managers are responsible for ensuring their staff are trained to achieve effective performance in their current jobs, and to provide development training for any future roles, responsibilities and activities.

2. The Head of Resources (HOR):

The Head of Resources will provide advice and assistance on training activities and where necessary will prompt the need for Council training initiatives. In consultation with line managers and where necessary the Town Clerk, the HOR will agree all training being undertaken ensuring financial provision for them. All requests for training from managers must be submitted on the Training Authorisation Form (Appendix One). The form must be completed in full, signed by the Applicant, the relevant Line Manager or Head of Service and returned to HR before any training is booked and undertaken.

2. Training Plan

All training will be planned, programmed and recorded and the results reviewed to determine how training methods can be improved and maximum benefits can be obtained from resources devoted to training. An annual training plan will be drawn up detailing the training the Council intends to implement in the following year.

3. Consultation

In recognising the legitimate interests of employees in training matters, the Council will consult with them on training requirements.

4. Approved / Recognised Qualifications

Training Requests

- All training requests must be made in writing to your Line Manager.
- Decisions will be made according to the provisions of the training budget, the relevance of the course to applicants' present and possible future posts, and to an individual's personal development.
- New employees already undergoing training must apply, as indicated above, to continue with their course. Consideration will be given in each case although, dependent upon the state of the budget, full financial assistance may not be granted.
- The Council will give the following financial assistance in respect of agreed courses leading to approved qualifications: -
 - (i) Course fees - 100%
 - (ii) Examination fees - 100%
 - (iii) Subsistence and travelling will be agreed in advance with the Head of Resources
 - (iv) Necessary text books or equipment.

Any necessary textbooks or equipment for which the Council pay full cost, remain the property of the Council and are on loan to the relevant employee. They must be returned to the Head of Resources on completion of the course. Members of staff wishing to retain books must reimburse the Council in full. Books required for reference purposes or as optional background reading as recommended by the course organiser should be borrowed from public or college libraries.

5. Time Off to Study

The Council will afford employees a reasonable amount of time off to study during work time. This is to be agreed in advance with your Line Manager and is at their discretion.

6. Recovery of Costs

Employees studying for nationally recognised qualifications will, in certain circumstances, be required to repay training costs in full (excluding salary):

- If an employee leaves local government within 2 years from the date of obtaining a recognised qualification; or
- If an employee withdraws from the course, or leave the Council before its completion, before sitting any examination or failing the examination

- 100% of training costs, if an employee leaves during the course or within 12 months of the last day of the course or the examination, whichever is the later;

- 100% of training costs, less 1/12th for each completed month of service after one year if an employee leaves within 2 years of the last day of the course or the examination, whichever is the later.

Employees will also be required to repay training costs (excluding salary) if they leave the Council to take up a post within another local authority as follows:

- 50% of training costs, if an employee leaves during the course or within 12 months of the last day of the course or the examination, whichever is the later;
- 100% of training costs, less 1/12th for each completed month of service after one year if they an employee leaves within 2 years of the last day of the course or the examination, whichever is the later.

Employees will be required to sign an agreement to repay training expenses (Appendix Two) upon employment start date or before commencing a course.

7. Short Courses - Seminars and Conferences

- Applications to attend external short courses should be made to an employee's line manager who will advise the Head of Resources with regard to the state of the training budget, the demands of the Council, the benefit to the employee, the need for essential information about impending changes in legislation, or other relevant factors
- Where possible and beneficial, the Head of Resources will arrange joint short courses with other local authorities or councils
- The Council will pay course fees and subsistence and travelling according to the scale of allowances
- Any person undertaking training at the Council's expense will be required to distribute any knowledge gained, by way of a report to a meeting of the Management Team, and / or by way of presentation to departments where such information would be beneficial.
- Attendance at normal meetings of professional institutions will not be financed from the training budget

8. Scale of Allowances

- Claims will only be accepted from officers who have received official approval for their training
- Claims must relate to actual expenditure incurred and be submitted in sufficient detail to establish the validity of the claim. Management have the right to demand receipts
- Claims which exceed the limits set by the Council from time to time will not be entertained
- Out-of-pocket expenses will be paid as agreed in advance

Lance Allan – Town Clerk & Proper Officer

Signed

Dated

This Policy was approved at a meeting of the Policy & Resources Committee on 11th January 2022. It will be kept up to date as the size and nature of the council changes and as new legislation is introduced.

Otherwise the date of next review is January 2026.

Trowbridge Town Council
Appendix One
Training Authorisation Form

NAME OF APPLICANT	
DEPARTMENT	
DATE OF APPLICATION	
TITLE OF TRAINING COURSE	
LOCATION OF COURSE	
COST OF COURSE	
ESTIMATED TRAVEL EXPENSES	
START DATE:	
END DATE:	
BRIEF SUMMARY OF COURSE	
EXPECTED OUTCOME	

Signed by Applicant	
Signed by Line Manager	
Approved by Head of Resources	

This form must be completed in full, signed by the Applicant and the relevant Line Manager and approved by the Head of Resources and returned to HR before any training is booked and undertaken.

TROWBRIDGE TOWN COUNCIL

Appendix Two

Training Agreement

Employees need only complete this agreement if they are applying to study for a nationally recognised qualification

- 1) In return for Trowbridge Town Council (“the Council”) paying all, or some of the training expenses in connection with my studies: -
 - i) I will repay to the Council 100% of the training expenses, which the Council has paid if I leave local government during the course or within two years of the date of the last day of the course or examination, whichever is the later
 - ii) I will repay to the Council 100% of the training expenses, which the Council has paid if I withdraw from the course or fail to sit any of the examinations or fail to make satisfactory progress in the view of the Council
 - iii) If I leave the Council to take up employment within another local authority within the UK, I will repay;
 - 50% of the training expenses which the Council has paid if I leave during the course or within twelve months of the date of the last day of the course or examination, whichever is the later
 - 100% of the training expenses, which the Council has paid less 1/12th for each completed month of service after one year if they leave within two years of the last day of the course or the examination, whichever is the later
- 2) “Training expenses” include course and examination fees, travelling and subsistence, accommodation and payment for books and equipment.
- 3) I acknowledge that on completion of the course there may not be a post available which requires the qualification I have obtained and agree that the Council is under no obligation to make available a new post or in any way vary or alter my terms and conditions of employment.
- 4) I agree to comply with the provision of this agreement concerning the repayment of training expenses whether or not a post requiring the qualification I obtain is available to me on the completion of the course.
- 5) In so far as this agreement conflicts with my employment contract I agree that the provision of this agreement will prevail and that my employment contract will be varied accordingly.
- 6) In the event of my death, or if I leave local government on the grounds of redundancy or permanent ill health, I understand that I will not be required to repay any training expenses.
- 7) I agree that any money I owe the Council in accordance with this agreement may be deducted from my salary or from any monies due to me by the Council. This is without prejudice to the Council’s other rights to recover any amount due.

Name:

Course Title:

Signature:

Date: