



## **HORWICH TOWN COUNCIL**

### **TRAINING AND DEVELOPMENT POLICY**

**Reviewed December 2021**

#### **1. Introduction**

- 1.1 Horwich Town Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new and existing legislation, as well as being able to deliver the Council's corporate aims and objectives each year by having the appropriate skills required.
- 1.2 To support this commitment, funds are allocated by the Council to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office and prioritised to meet the needs of the Council in terms of service delivery and organisational planning and development.

#### **2. Training Needs**

##### *Employees*

- 2.1 The Staffing Sub Committee of the Town Council will have overall responsibility for monitoring and meeting the training needs of staff and managing the training budget.
- 2.2 The Town Council employs both full- and part-time members of staff and a small bank of casual caretaking staff.
- 2.3 Training needs to cover many different areas and will be identified via the annual appraisal process. The Town Clerk's training and development needs will be identified via an annual appraisal carried out by the Chair of the Staffing Sub Committee and the training needs of other staff will be identified by the Town Clerk and the Chair of the Staffing Sub Committee.
- 2.4 Training and development are the responsibility of each member of staff and all employees are encouraged to be proactive in identifying their needs.
- 2.5 Induction training will be provided to all new members of staff.
- 2.6 The Town Clerk in conjunction with the Staffing Sub Committee and individual members of staff will identify training needs due to changed circumstances such as changes in legislation.
- 2.7 The Staffing Sub Committee will be informed of all training requirements.

##### *Councillors*

- 2.8 Opportunities for Councillors to attend training courses will be brought to the full

attention of the Council.

### **3. Prioritisation of Training and Developments**

3.1 Any personal development and training will be prioritised on the following basis:

- Corporate/service delivery
- Specialist needs
- Improving existing skills
- Personal development

3.2 Caretaking staff will undertake training in their respective fields. Such training will be identified and either be carried out in-house or by an outside training provider.

### **4. Training Resources**

4.1 The Council will approve a budget for training on an annual basis and all training will be prioritised, organised, designed and evaluated to ensure that it meets the Council's requirements.

4.2 Any member of staff may apply to take relevant qualification training and each request will be considered on the basis of service priorities.

4.3 The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both administrative staff and Councillors.

4.4 In addition the Town Clerk will be required to hold the CiLCA qualification and the Deputy Town Clerk will be required to pursue the qualification.

4.5 The Council will pay the annual subscription to the Lancashire Association of Local Councils (LALC) to enable staff and Councillors to take advantage of their training courses and conferences.

4.6 When training is approved the Council will pay expenses occurred covering items like tuition and examination fees.

4.7 Travelling expenses will be paid at the discretion of the Town Clerk.

4.8 The Town Clerk/Deputy Town Clerk will be expected to attend relevant training events whenever possible and other members of staff and Councillors will be expected to attend training events which are relevant to their office.

4.9 Where training is sponsored by the Town Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to remain in the employment of the Town Council for a period of one year from the date on which the qualification is obtained. If the employee leaves within the one year period, all costs will be reclaimed in full, except in exceptional circumstances.

4.10 New Councillors will be provided with an information pack containing the following information:

1. New member contact details
2. List of meeting dates
3. Standing Orders & Financial Regulations
4. Code of Conduct Guidance
5. Arrangements by Bolton Council for dealing with complaints about members
6. Register of Interests form
7. Annual Report of the Council.
8. What the Council does including sub committees
9. Budget for the current financial year
10. Town Council staff – their roles and responsibilities
11. Council policies and procedures including GDPR, training, equality and diversity, social media and complaints procedure
12. Information about Horwich Community Centre, newsletter  
Information including Horwich Community Centre, Council newsletter and town guide.

- 4.11 While it is recognised that it may be difficult for some Councillors to attend training because of other commitments, Councillors will be expected to attend training and conferences wherever possible. Evening in-house training will be considered wherever possible, to enable all Councillors to attend.

## **5. Evaluation**

- 5.1 All training will be reported to the Staffing Sub Committee to evaluate its relevance and appropriateness.
- 5.2 A copy of training presentation papers will be retained and used for in-house training and information sharing.
- 5.3 An annual summary of Councillor and staff training may be presented to the Staffing Committee.