



Training Policy & Procedure

(Approved 17th May 2021: Reviewed and readoption 15th May 2023)

POLICY STATEMENT

Lydney 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 and its responsibility in relation to Health & Safety.

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.

The Town Clerk:

The Town Clerk will provide advice and assistance on training activities. They will investigate and where necessary, prompt the need for Council training initiatives. In consultation with the Personnel Committee she will agree all training being undertaken and is responsible for preparing training programmes and seeking financial provision for them.

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.
- 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 - Personnel Committee's/Clerk's discretion
 - (iv) Necessary text books or equipment.

Books required for reference purposes or as optional background reading as recommended by the course organiser should be borrowed from public or college libraries (wherever possible).

5. Time Off To Study

A reasonable amount of time off to prepare for an exam will be at the Town Clerk's discretion. Coursework should be completed (where possible) in an employee's own time (or time permitted will be at the Town Clerk's discretion).

6. Recovery of Costs

Employees studying for nationally recognised qualifications may, in certain circumstances, be required to complete Appendix A and repay training costs in full (excluding salary):

- If they resign from Lydney Town Council within 2 years from the date of obtaining a recognised qualification;

Or

- If they withdraw from the course, or leave Lydney Town Council before its completion or before sitting any examination (any examination retake cost will be at the employee's expense)

[An example of a Training Agreement is attached - (Appendix 1)]

7. Short Courses - Seminars and Conferences

- Applications to attend external short courses should be made to the Town Clerk who will consider such a request 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 Town Clerk 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

8. Scale of Allowances

- Claims must relate to actual expenditure incurred and be submitted in sufficient detail to establish the validity of the claim. Town Clerk has the right to demand receipts
- Out-of-pocket expenses will be paid as agreed in advance



Training Agreement

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

- 1) In return for Lydney 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 Lydney Town Council during the course or within two years of the date of the last day of the course or examination, whichever is the later
 - ii) 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
 - 50% 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: