



# **Training and Development Policy**

## **2020**

## **Introduction**

East Cowes Town Council recognises that its staff and councillors are its most important resource. It is committed to the training and development of all its staff and councillors and recognises that it is beneficial in the following ways:

- Staff and councillors with relevant qualifications and a good skill base can assist the council with achieving its aims and objectives and support its future needs.
- Training and development opportunities help with recruitment and retention of employees and show that they are valued.

## **Resources**

Appropriate funds are allocated in the annual budget to support both staff and councillor training needs. The budget is monitored by the Full Council. The Council pays the annual subscription to the Isle of Wight Association of Local Councils (IWALC) to enable employees and councillors to access training courses they provide.

The council may pay the SLCC subscription at their discretion.

The purchase of resources to encourage personal development, such as publications and other training materials, will be considered on a needs basis and authorised by the Clerk.

## **Training and Development Needs**

The Clerk is responsible for ensuring legal and statutory requirements are met and for noting any changes in legislation that require employees to undergo training. The Clerk identifies suitable training courses and authorises attendance. The Clerk alerts councillors to appropriate training opportunities, costs of courses and training resources on their behalf.

- **Employees**

If completing a qualification is a condition of employment this is stated at the time of appointment and the timescale is specified. This information is also stated in the employees Contract of Employment.

All new employees receive induction training with the Clerk and/or the Facilities Officer.

Employees are encouraged to undertake training courses relevant to their role and are also able to request training to enable their personal development. Training needs are identified and agreed by both the employee and the Appraiser at bi-monthly appraisals or 6-monthly performance appraisals.

Course fees and exam fees are paid from the training budget. Study leave may be arranged at the discretion of the Clerk. Reasonable agreed time for study in paid working hours will

be considered by the Clerk. Training courses attended outside of working hours will be paid at the employee's hourly rate of pay.

A record of training is kept in each employees personnel file.

Repayment of post appointment training costs if leaving within 1 or 2 years may be considered by the Council but will be stated in the Contract of Employment.

- **Councillors**

All new councillors should attend induction training within their first year of office. They will be encouraged to attend Code of Conduct Training and Councillor Basic Skills Training within their first year of office and any other training deemed appropriate. They are provided with a copy of The Good Councillors Guide (NALC). In order to fulfil their duties and responsibilities councillors are expected to familiarise themselves with following documents:

1. Code of Conduct
2. Standing Orders
3. Financial Regulations
4. Committee Terms of Reference
5. All Council Policies and Procedures

Councillors are also encouraged to attend specialist training courses such as Chairmanship Skills and Planning which are available from time to time through the Isle of Wight Council and the local county association (IWALC).

- **Volunteers**

Library volunteers are offered the opportunity to attend training courses relevant to their role as they arise.

## **Monitoring and Evaluation**

Information about completed training is included in the Clerks Report at Full Council Meetings. Wherever deemed appropriate, training outcomes and information will be cascaded down to other staff.

This policy will be reviewed every 2 years.

Date of approval

Signature

Full Council Minute Number