



Keighley Town Council

Training & Development Policy

APPENDICES

None

1. The Town Council's Commitment to Training & Development

Keighley Town Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Town Council can meet its aims and objectives. This will be achieved by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

Keighley Town Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the Town Council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the Town Council's aims and objectives.

The Town Council will commit itself to and adopt the following:

- To develop employees and elected members to achieve the objectives of the Town Council.
- To review regularly the needs of, and to plan training and development for employees and elected members.
- To train and develop individuals on recruitment/election and throughout their employment/term of office.
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness.

2. Identification of Training Needs

2.1 Employees:

- Induction training and an employee's handbook for new employees will be provided.
- Current or any new Clerk to hold or obtain CiLCA or equivalent.
- Current or any new Assistant Town Clerk to hold or obtain CiLCA or equivalent.
- Current or any new RFO to hold or obtain an appropriate accountancy qualification.

- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the Town Council and the contribution of the individual employee.
- Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the Town Council objectives.
- Staff are to be provided the opportunity to complete Continuous Personal Development, this will be identified at the annual appraisal.
- Additional training may be requested via Line Managers at any time.
- The Town Clerk is authorised to book their own training in line with this policy, however this must be reported to the Human Resources Committee at the time of the booking (if practical) or at the next Human Resources Meeting.

2.2 Elected Members:

- Induction training and a member's handbook setting out Keighley Town Council's policies and procedures will be provided for all new elected members.
- All future newly elected Chairs of Council are authorised to attend YLCA's course "In the Chair" as soon as possible after election.
- Newly elected Councillors are authorised to attend YLCA's "What Councillors Need to Know" within one year of taking up office.
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hoc basis.
- The Town Clerk is authorised to consider and approve requests from members to attend training from 'non-authorised' training providers. However, the member request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered.
- Where the Town Clerk refuses the training request, reasons must be provided to the member who will have the opportunity to request the Policies and Governance committee to consider and review the Town Clerks decision.

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery.
- Specialist needs of specific employees or elected members for their individual roles.

- Improvement of existing skills.
- Personal development.

4. Training Resources/Providers

A budget of £7,000 is set annually for elected members training and £4,000 for staff training.

Training Providers for both Employees and Elected Members:

Authorised Courses for Members:

1. Society of Local Council Clerks
2. Yorkshire Local Council Association
3. National Association of Local Councils
4. City of Bradford Metropolitan District Council
5. In-house

Any other training requests from members will be classed as a non-authorised training provider:

1. Regional and National Seminars/Conferences
2. Other recognised agencies providing training for local authorities.

5. Training Reports

An annual summary of employee training will be recorded on the employee's appraisal record and a summary of member training will be retained on file.

6. Review of this Statement of Intent

The Human Resources committee is to review this statement on an annual basis and present it to the Council in May of each year for its approval.

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	19 March 2020	May 2023	
V2.	23 March 2023	May 2027	Renamed the policy: Training & Development Policy