



KEYNSHAM TOWN COUNCIL TRAINING & DEVELOPMENT POLICY

1. Introduction

1.1 This document sets out Keynsham Town Council's Training and Development Policy by detailing:

- The Council's commitment to training and development
- The identification and implementation of training needs
- Financial Assistance
- Study Leave
- Short Courses and Workshops
- Evaluation of training
- Reporting progress

1.2 The objectives of this policy are to:

- Encourage Members and Employees to undertake appropriate training and development activities to enhance their skills, knowledge and qualifications.
- Allocate training in a fair manner;
- Ensure all training is evaluated to assess its value.

2. Commitment to Training and Development

2.1 Training has been defined as 'A planned process to develop the abilities of the individual to satisfy current and future needs of the organisation' (Chartered Institute of Personnel and Development 2007)

2.2 Keynsham Town Council is committed to continuous training and development to enable Members and employees to effectively contribute to achieving the Council's aims and objectives by providing the highest quality representation and services

2.3 Keynsham Town Council recognises that its Members and employees are its most important resource. The Council is committed to encouraging both Members and employees to enhance their skills, knowledge and qualifications through training and development activities. Some training is also necessary to ensure compliance with all legal and statutory requirements. This includes compliance with Health and Safety, Employment and GDPR legislation.

2.4 The Council expects, and will actively support, senior and specialist officers to undertake a programme of Continuing Professional Development (CPD) in line with the requirements of their requisite professional bodies

2.5 Training and development

- Improves the quality and standards of the services and facilities provided by Keynsham Town Council;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of employees to produce confident, highly qualified staff working as an effective and efficient team;
- Enhances the performance of both Employees and Members;
- Demonstrates that employees are valued.

2.6 Training and development will be achieved by the Town Council approving a realistic financial allocation for learning activities in the annual budget as well as by taking advantage of any relevant partnership or in-house provision available. The learning and development process will:

- Identify training needs by considering Keynsham Town Council's objectives as well as legislative and individual requirements;
- Plan and organise training and development activities to meet those specific needs;
- Ensure the appropriate activity is delivered;
- Evaluate the effectiveness of the training and development activity.

2.7 The Personnel Committee of the Town Council will have overall responsibility for monitoring and meeting the training needs of Members and Staff and managing the training budget.

2.8 The Town Clerk and Deputy Town Clerk will have responsibility for collating training needs information and providing this to the Personnel Committee in the form of a Training Schedule

3. Identification and Implementation of Training Needs

3.1 Corporate Training is necessary to ensure that Members and Employees are aware of their legal responsibilities or corporate standards e.g., Health and Safety, Equal Opportunities, General Data Protection Regulations, Code of Conduct, Implementation of Employment procedures. Members and employees will be required to attend training courses, workshops or seminars where suitable training has been identified. The Town Council may, from time to time, and on recommendation from Personnel Committee, decide to make specific training mandatory.

3.2 All new Councillors and Employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council finance, assets, health, safety and welfare. Specific training (such as Code of Conduct Training for Councillors,) will be included as well as an assessment of any essential training needed to effectively carry out the respective roles. Any need identified in the assessment will be met in accordance with the Council's commitment to training and development.

3.3 New Councillors will have an induction meeting with the Town Clerk and will be provided with an information pack containing the documents as set out in Appendix 1

3.4 All Chairmen together with Members of Specific Committees such as Planning &

development, Finance & Policy and personnel will also be offered training relevant to the effective performance of their duties

- 3.5** Individual training requirements will be discussed with Members and Members will also be provided with in-house training on an ad-hoc basis.
- 3.6** Opportunities for Councillors to attend courses or conferences that are not budgeted for, will be researched by the Town Clerk and brought to full Council for consideration.
- 3.7** It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and ALCA and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend. The Town Council employs full- and part-time members of staff in Administration, Grounds Maintenance and Youth Service Departments. It also employs a number of casual staff during the summer season. Training needs therefore cover many different areas
- 3.8** Employees will be asked to identify their development needs with advice from their line manager during their annual Performance Development Review. Members' and employees' training needs may also be identified through
- Questionnaires;
 - During interview;
 - Following confirmation of election/appointment;
 - Formal and informal discussion
- 3.9** Training and development needs may also be identified due to:
- Legislative requirements;
 - Changes in legislation;
 - Changes in systems;
 - New or revised qualifications become available;
 - New working methods and practices;
 - Complaints to the Council;
 - Resolutions of Council
 - A request from a member of staff or a Member
 - Devolved services/ delivery of new services.
- 3.10** Employees who wish to attend a training course should discuss this with their line manager. All requests will be considered in relation to the Council's needs by the Town Clerk.
- 3.11** If a Councillor feels they have a training need they should discuss this in the first instance with the Town Clerk. The Town clerk will assess the request and ascertain whether this is something all Councillors may be interested in/or benefit from undertaking. The Council will undertake an annual training analysis with Councillors as soon as practicable after each Annual Meeting of the Council in May

- 3.12** All new Councillors are encouraged to undertake the online Essential Councillor training provided by Avon Local Council Association and those Councillors on the Town Council Planning and Development Committee are encouraged to undertake the online Planning in Plain English training provided by Avon Local Council Association.
- 3.13** Once training needs have been identified for employees and Members, a training schedule will be prepared by the Town Clerk and Deputy Town Clerk and submitted to the Personnel Committee for approval to ensure the training is relevant and fit for purpose.
- 3.14** The training schedule will be maintained by the Deputy Town Clerk and submitted for regular monitoring and an annual review in November by the Personnel Committee with recommendations made to Town Council in November/December on the amount to be budgeted for in the coming year.

4. Training Methods

There are different ways in which training, and development can be achieved.

4.1 Internally

Training can be given utilising in-house expertise and knowledge. This may include general computer training on specific work procedure or Council specific practices and legislation.

4.2 Partnership

The Council has links with other partners where training can be sourced, such as through Bath and North East Somerset Council, Society of Local Council Clerks (SLCC), Avon Local Council Association (ALCA), WorkNest and the Institute of Cemetery and Crematorium Management (ICCM)

4.3 Day Workshops/Seminars

When Council Officers receive information on workshops and seminars this should be shared with Employees and Councillors, where relevant.

4.4 Conferences

Details of conference should be shared with Employees and Councillors, where relevant.

4.5 External Training Providers

There are numerous training providers available.

Upon identifying a training need, the Employee/Councillor and the Town Clerk should consider the most effective way in which the training can be sourced and whether others may benefit from the training.

4.6 Individual training programme

All Employees who have worked for the Council for more than six months are eligible to apply for participation in an external training programme, employees can be absent for training for up to 10 days per year. Such training should be considered by the Personnel Committee with recommendations to full Council for approval. Employees may be asked to provide proof of attendance.

- 4.7** The Council may occasionally engage experts to train employees and/or Councillors. The cost of the corporate training will be covered by the Council.

Examples of this kind of training and development are:

- Conflict resolution training
- Legionella training
- First aid training.

5. Prioritisation of Training and Development

- 5.1** Any personal development and training will be prioritised on the following basis: -

- Legislative requirement
- Risk Management
- Corporate Service delivery
- Specialist needs
- Improving existing skills
- Personal development

- 5.2** Grounds staff will require specialised training in their respective fields. that may also require certification. Such training will be identified and either be carried out in-house or by specialist training centres as is appropriate.

- 5.3** The Town Clerk will be expected to attend all 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.

5. Resourcing Training

- 5.1.** A budget will be provided for training and development on an annual basis and all training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements.

- 5.2.** It is important to note that all sponsored training must be appropriate to the needs of the Council, relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the Council will be identified. Members and employees will be required to attend the nearest college/venue offering the required training unless an alternative is authorised in the interest of operational effectiveness or ensuring value for money.

- 5.3.** The Council will pay relevant annual subscriptions to the Society of Local Council Clerks (SLCC), Institute of Cemetery and Crematoria Management and the Avon Local

Councils Association to enable Staff and Councillors to take advantage of their excellent training courses and conferences.

5.4. Travelling and accommodation costs will be paid at the discretion of the Town Clerk

5.5. Members and employees can expect the following to be sponsored for approved training and development activities:

- Course fee;
- Examination fees;
- Associated membership fees;
- One payment to re-take a failed examination.

5.6 Members and employees attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis

5.7 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 undertake to remain in the service 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, costs will be reclaimed according to the schedule in the Employee Handbook detailed below - except in exceptional circumstances.

- | | |
|---|------|
| • During and up to 6 months after completion of course | 100% |
| • Between 6 months and 9 months after completion of course | 75% |
| • Between 9 months and 12 months after completion of course | 50% |
| • Over 12 months after completion of course | 25% |
| • 2 years and over | NIL |

6. Study Leave

6.1 Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses;
- Time to sit examinations;
- Study time of one day per examination (to be discussed and agreed by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

7. Recording and Evaluation of Training

7.1 As part of the Town Council's continuing commitment to training and development, Members and Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

7.2 Evaluation tools will be developed, which will allow each training and development

activity to be evaluated against the following criteria: -

- How the training and development will meet the needs of the individual, and the impact on the service users.
- The degree of learning that will take place as a result of the training
- The impact of the training on individual performance
- How the training contributes to the achievements of the Council goals.
- The number of Staff/Members who will gain from the training.
- Whether the training should be provided externally or can be arranged in- house

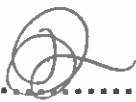
- 7.3 Records of all training undertaken by Members and staff will be kept in Council files and requests for training should be made using Appendix 2 to this document. All Members and staff are requested to complete a training evaluation form once the training has been completed as per Appendix 3 to this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the Personnel Committee
- 7.4 All training presentation papers will be retained and used for in-house training and information sharing.
- 7.5 In certain circumstances an employee may be required to provide a briefing note or discuss the training with other staff/members
- 7.6 An annual summary of training for both Members and Employees will be submitted to the Personnel Committee for evaluation.

Amendment History

Paragraph	Detail	Committee or Town Council	Approval date
Original	Initial version	Personnel	26 th November 2019
Original	Initial version	Town Council	10 th December 2019
	1 st review	F & P Committee	12 th September 2023
	1 st review	Town Council	19 th September 2023
	Next review		September 2025

Signed 
Chair of Council

Date..... 19th September 2023

Signed..... 
Town Clerk

Date..... 19th September 2023

Appendix 1

Councillors Induction Information Pack

This pack has been divided into two sections, A and B.

Section A includes policies and procedures these documents **must be kept** for you to refer to.

Section B includes information on what activities and services the Town Council provides and is responsible for.

Section A

- 1 Councillor Privacy Notice
- 2 Declaration of Acceptance of Office
- 3 Register of Members' Interest Form
- 4 Members Profile
- 5 Code of Conduct
- 6 KTC Principles of Good Practice and Members & Officers Protocol
- 7 Dispensations Policy and Procedure Guide
In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a disclosable pecuniary interest. This provides guidance on the procedure for Dispensations
- 8 Dispensation Request Form
- 9 DCLG Guide to Openness and Transparency on personal interests
- 10 Press Protocols
- 11 Timetable of Council Meetings
- 12 Standing Orders
These are the "legislation" which the Council has itself approved for the efficient functioning of its own proceedings. They are the rules by which members have decided to be governed in their debates and other proceedings.
- 13 Financial Regulations - the Town Clerk is the RFO (Responsible Finance Officer). The regulations govern the conduct of the financial transactions of the Council.
- 14 Terms of Reference for Committees and Working Parties
- 15 Committee Membership
- 16 Representatives on Outside Bodies
- 17 Town Council ~~One Year~~ Action Plan 2019/20
- 18 NALC Guide to CIL (Community Infrastructure Levy)

Section B

- 18 Present staff structure
 - 19 Keynsham Town Council services
 - 20 Keynsham Cemetery Leaflet
 - 21 Keynsham Arts newsletter
 - 22 Annual report
 - 23 Council Tax Leaflet for current year
 - 24 Budget and Reserves
 - 25 The Good Councillors Guide
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For Finance Committee Members

- a. KTC Corporate Governance Timetable
- b. KTC Budget and Reserves
- c. JPAG – Governance and Accountability for Smaller Authorities
- d. NALC Good Councillors Guide on Finance & Transparency

For Planning & Development Committee Members

- a. Keynsham Town Council Guidance Notes for new Councillors on Planning matters
- b. Planning in plain English
- c. Protocol for Members in dealing with Planning Matters
- d. Guidance for Councillors and Developers for major developments
- e. (When adopted, Keynsham Neighbourhood Development Plan)

For Personnel Committee Members

- a. NALC – Being a Good Employer
- b. KTC Employment Handbook

APPENDIX 2



Application for Training Form

Applicant's name			
Job title			
Course title			
Training provider			
Date		Venue	
Other information (Outline of course content)			
Costs	Course fees (external courses only)		
	Travelling (road/rail)		
	Subsistence		

Approved by line manager (If applicable)		Date	
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Approved by Town Clerk		Date	
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For office use

The following course has * been approved and booked/not been approved * please delete those not applicable			
Applicant			
Course/Training		Course date	
Signed (Line manager)		Date	
Date received	Seen by Town Clerk	File	

APPENDIX 3



Training and Development Evaluation Form

Name:

Job Title:

1. Nature of training activity:

2. Training provider:

3. Dates training undertaken and duration:

4. Objectives expected to be achieved:

i)

ii)

iii)

iv)

5. Outcomes and observations
(What was achieved? What was not achieved?)

6. Follow up (What further action will now be taken?)

Reviewed by:

Date:

