



BOGNOR REGIS TOWN COUNCIL **TRAINING AND DEVELOPMENT POLICY**

Adopted by the Council at its Meeting held on 1st November 2021

1. Introduction

Bognor Regis Town Council recognises that training and development for its staff and Councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.

2. Policy Commitments

- 2.1 The Council will commit to ensuring all staff and Councillors are trained to the highest standard and are kept up to date with new legislation to enable the Council to meet agreed objectives under the Corporate Strategy.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and Councillors to attend appropriate training and conferences relevant to their office.
- 2.3 The Town Council's Policy and Resources Committee will be responsible for managing the allocated budget.
- 2.4 The Policy will be reviewed annually.

3. Training Plan

- 3.1 The Clerk and the Council will be responsible for determining, meeting and monitoring the training needs of Councillors.
- 3.2 The Clerk and relevant line managers, will be responsible for determining, meeting and monitoring the training needs of staff.
- 3.3 Records of all training of staff and Councillors will be kept by the Clerk.
- 3.4 A training schedule will be drawn up by the Clerk for approval by the Joint Consultative Staffing Sub-Committee to ensure all training is relevant, fit for purpose and is carried out in a cost-effective manner. This schedule will be informed by training needs of staff identified through the staff appraisal system. Consideration will be given to carrying out training locally, possibly in liaison with other local councils.
- 3.5 All new Councillors will receive an induction pack prepared by the Clerk and invited to attend an induction meeting with the Clerk and Chairman of the Council following the parish elections every four years, where basic information relating to Bognor Regis Town Council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

4. Professional Qualifications

- 4.1 It will be a requirement of the Clerk to hold the qualification of Certificate in Local Council Administration (CiLCA) or equivalent or commit to achieving it within 12 months of appointment.
- 4.2 The Council will meet the financial cost of registering for, training support and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.
- 4.3 All staff members will be encouraged to pursue professional qualifications relevant to their individual roles.
- 4.4 The Council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the Council and staff member.

5. **Staff Personal Development**

- 5.1 The Council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the Council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the Council, payment for any personal development training will be made by Bognor Regis Town Council, and the staff member will be expected to use their new or improved skills in their existing role within the Council.
- 5.3 Where the cost of the personal development training course exceeds **£1,000** the staff member will repay to the Council the full cost of the training if they leave the employment of the Council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the Council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.4 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.