



# **Crewe Town Council Training, Learning and Development**

**Adopted: Council 21<sup>st</sup> March 2017**

## **1. Introduction**

- 1.1 Training, learning and development are important to enable Crewe Town Council to meet its corporate aims and objectives. They ensure that the Town Council has the necessary management skills necessary to plan and deliver high quality services.
- 1.2 The Town Council encourages staff to learn and develop and therefore training opportunities will be determined by the need to meet requirements, delivery and ultimately the aims of the Town Council.
- 1.3 The Town Council is committed to the training, learning and development of its employees and Members of the Council to enable them to carry out their roles effectively
- 1.4 The Town Council is committed to its responsibility as an employer to enable employees to receive adequate training and to support and invest in their personal and professional development

## **2. Identifying training needs**

### **2.1 Employees**

- All employees are encouraged to proactively identify their training, learning and developmental needs
- Induction training is provided to new employees upon taking up a role within the Town Council
- The Town Clerk will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation. Appropriate training will be requested, sourced and given whenever it is necessary
- Future training requirements will form an integral part of the annual employee appraisal process for all employees and will be used to prioritise training requirements.

### **2.2 Members**

- Induction training will be provided to all new Members
- Individual training requirements will be discussed with Members and if appropriate training will be sourced and delivered whenever it is necessary
- Members will be given in house training should the need arise on an ad-hoc basis

## **3. Prioritising training, learning and development**

### **3.1 Any personal development training will be prioritised as follows but not necessarily in this order:-**

- Legislative requirements
- Changes in legislations or systems
- New working methods and practices
- Specialist need
- Improving existing skills and increasing personal development
- The delivery of devolved or new services
- A request made by an employees

### **3.2 Other considerations include:-**

- Implications of employee release for training courses upon the operational need and capacity of the Town Council
- Economic and effective means of training the employee
- Provision and availability of the training budget
- Continued professional development in line with requisite professional bodies

## **4. Resourcing training**

### **4.1 The Town Council will provide a specific annual budget for training, learning and development**

### **4.2 Qualifications**

Employees may apply to take qualification training. These will be considered on an individual basis and will be dependent upon the need or priorities of the Town Council

### **4.3 National Vocational Qualifications (NVQs)**

The Town Council view these as accrediting existing knowledge and is greatly encouraged

### **4.4 Career Personal Development (CPD)**

The Town Council supports the Career Personal Development of all its employees

### **4.5 Members training, learning and development opportunities will be arranged predominately by Cheshire Association of Local Councils (ChALC) and also in-house**

### **4.6 Employees will be required to attend training courses, workshops or seminars where necessary relating to legal responsibilities and corporate standards**

## **5. Financial assistance**

- 5.1 The Town Council will pay and / or assist with expenses incurred to cover the cost of tuition and examination fees for employees provided that the training be approved by the Town Clerk
- 5.2 Costs for travel to tuition, courses or examination will generally be paid. This will include such expenses as:
- Course fees
  - Examination fees
  - Associated membership fees
  - The purchase of resources to complete a course or examination
- 5.3 Where training is provided that exceeds the general costs of training such as CiLCA (£500<sup>1</sup>), then employees will be expected to sign an appropriate agreement to manage the risks associated with the Council's investment in the training.
- 5.4 If an employee fails to sit an examination within a reasonable period of time, fails to satisfyingly progress or discontinues the course, the Town Council may withdraw its support and may request reimbursement of the financial assistance the employee has received to that date
- 5.5 Should any absence from attending any training or courses occur, it must be reported to the Town Clerk immediately. Failure to do so may result in disciplinary action being taken
- 5.6 Employees must not register on a course without prior approval being sought from the Town Clerk. The Town Council will not meet the costs incurred if approval has not been granted

## **6. Study leave**

- 6.1 Employees who are given approval to undertake external qualifications will be granted:-
- Study time to attend day release courses
  - Time to sit examinations
  - Study time (to be discussed and agreed with the Town Clerk in advance)
  - Paid leave for courses, studying and examinations

## **7. Training evaluation**

- 7.1 Records of all employee training will be kept on individual personnel files
- 7.2 The Town Council is committed to training, learning and development. Employees and Members are asked to provide feedback in particular to key implications on new legislation, guidance and / or best practice for the ongoing efficiency and effectiveness of the Town Council

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<sup>1</sup> Made up of £250 registration fee and an option four day course at £250.