



North Hykeham Town Council

Staff Training and Development Policy

Introduction

North Hykeham Town Council is committed to ensuring that all employees and volunteers are equipped with the right skills for the duties they are required to undertake.

Where necessary, we will arrange or provide training to ensure that staff and volunteers are competent and confident to carry out their responsibilities.

This policy outlines the responsibilities of the Council towards its employees and volunteers and the training and development that will be provided, as well as the responsibilities of employees and Volunteers who are undertaking training. Individual circumstances vary and it is possible that not all training needs will be met by this policy.

The Council maintains records of all training undertaken, including training provided by the Council (in whole or in part) and, wherever possible, training undertaken independently. This helps us to identify all the skills available within the Council, and when a training update may be required and where skills may be lacking (and, therefore, when further training may be required).

STAFF TRAINING AND DEVELOPMENT

Employees

All new employees, are required to complete induction training. The induction programme aims to equip all new employees with an understanding of:

- the Council and the general day-to-day systems that are in place;
- procedures specific to the role of the new employee;
- essential health and safety requirements, including the procedures for foreseeable emergencies;
- the confidentiality of company information; and
- other formal policies.

The induction programme is reviewed regularly and updated in line with current requirements. Induction training may take place over a period of time depending on the nature of the post and the existing skills of the new employee.

Identifying Training Needs

Individual and Council wide training needs are identified and assessed on a continual basis. A Training Matrix is used to identify mandatory training which is required to be undertaken for each staff role, and will also identify where some training could be undertaken on a voluntary basis for those who may wish to look for promotion opportunities within the Council.

Training may be required to meet the specific needs of an individual (usually arising from an annual appraisal), for a group of individuals or for the Council.

Role specific/Mandatory Training

Training should improve or update knowledge and skills, as well as ensure standards of Health and Safety are maintained. Anyone participating in training that is mandatory for their role must do so fully and make their best effort to complete the training successfully.

Any role specific training will normally take place during working hours, wherever possible. When required, all staff are expected to attend these training sessions. Non-attendance at mandatory training may be a disciplinary matter.

Non-mandatory courses

The majority of further education courses available offer a number of attendance options (i.e., evenings, afternoon/evening, day release, open learning). Staff are strongly encouraged to choose an evening option where this is available to ensure that there is the least disruption to working hours, the work of the Council and to colleagues.

If it is agreed that an employee may attend a course during normal working hours that is not on an agreed day release programme then the employee must discuss with their manager whether there is an opportunity to make up those hours by working additional hours or if payment for the hours not worked is to be deducted from the employee's salary.

Training Fees

Mandatory training provided by other members of the Council or professional bodies, i.e., Lincolnshire Association of Local Councils (LALC), will not incur any costs to employees.

Fees may be payable for training provided by external trainers or external courses. The Council may agree to pay the necessary tuition fees, examination fees plus the cost of one re-sit and books in full or in part, depending on individual circumstances. The amount paid by the Council may be recovered from the employee if the employee fails to complete the training course, or the employment contract is terminated (by either party) within 12 months of completing the training. Where the company agrees to fund or contribute towards the cost of any training a separate training agreement will be issued.

Study Leave

An employee may be granted up to a maximum of 5 days paid study leave, at their Line Manager's discretion, to cover revision periods and examinations. An employee must notify their Line Manager of such dates as soon as possible in order that cover can be arranged well in advance.

Personal Development

Individuals may identify other training in which they wish to participate and can request support from the Council. Each request will be considered on its merits, and should be identified with the employee's Performance Appraisal Review. If the training is essential to the requirements of the employee's role, the Council may agree to provide support (in whole or in part), subject to the above conditions of participation and fees. Where training is identified by the employee but is not regarded by the Council as essential to the requirements of the employee's job, the Council may, at its discretion, contribute towards fees or allow time off for the course, but is under no obligation to do so. All requests for non-mandatory training will be considered on an individual basis by the Personnel Sub Committee, with reference to the appropriate Performance Appraisal Review.

Use of Council Equipment / Resources

Where necessary, an employee will be granted permission to utilise Council equipment (i.e., computers, photocopiers) where this does not impinge on their own workload and/or the smooth running of the Council. An employee must discuss their needs with their Line Manager in advance.