BLANDFORD FORUM TOWN COUNCIL

EMPLOYEE & MEMBER TRAINING POLICY

Adopted on: 12th October 2015
Reviewed on: May 2024
Review due: May 2025

Twinned with Preetz, Germany

Town Clerk's Office
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LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Twinned with Mortain, France

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1. Aim and Scope of the Policy

To ensure employees and Members have access to any training opportunities that will support and benefit the work they do within the Town Council.

Blandford Forum Town Council recognises the importance of ongoing training for both employees and Members to ensure that the entire workforce is continually striving for best practice and is keeping abreast of new skills, procedures, practices and legislation.

2. The Policy

All employees (whether part-time, full-time or temporary) and Members will be offered the same opportunities subject to this being relevant to their roles.

All employees and Members will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

This policy and the associated arrangements shall operate in accordance with statutory requirements.

The council's commitment

1. Training, development and progression opportunities are available to all employees and Members.
2. To promote relevant training opportunities to employees and Members.
3. This policy is fully supported by Members and the Town Clerk and has been discussed with employees.
4. Training attended is reviewed each year as part of the employee appraisals and training for the year ahead is planned and discussed, providing an opportunity to formally request specific training opportunities however employees are aware that this can be informally raised at any time with their line manager.
5. The policy will be monitored and reviewed every three years.

Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Members and the Town Clerk who will ensure that they, and employees, operate within this policy and arrangements.

Managers will ensure that:

1. All their staff are aware of the policy and the arrangements, and the reasons for the policy;
2. Proper training records are maintained (see 'Monitoring' section);
3. The Town Council has an agreement in place for refund of high cost training that results in a formal qualification for employees who then leave within a year of the training (Finance & Staffing Committee Meeting held on 9th March 2015).
4. New employees are provided with a full induction process.
5. New Members are offered the opportunity to meet with the Town Clerk and Chairman of Council to receive a full briefing on their role within the Town Council and the organisation's role and responsibilities.
6. The Town Clerk is responsible for monitoring the operation of the policy.

Responsibilities of Employees and Members

All employees and Members should willingly attend training suggested to them and actively seek relevant training for their role within the Town Council.

Related Policies and Arrangements

Standing Orders (see 5k and 13i)
Staff Employee Manual
Councillor's Code of Conduct

Monitoring

All employee and Member training must be recorded in the Training Folder, located in the Town Clerk's Office.

This folder has been in use since January 2014 and assists staff at budget setting for employees and Members. A separate budget line is in place for employees and Members as well as budget lines for travel and expenses.