



# NORTH WALSHAM TOWN COUNCIL

## Training & Development Policy

Adopted by the Council at its meeting held on 25.9.18

### 1 Introduction

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North Walsham Town Council aspires to be a first class Council. In order to achieve and maintain this performance the Council is committed to providing councillors and employees with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

Each year as part of the annual budget setting process, the Council includes a training budget for councillors and employees.

Councillors and Employees can expect North Walsham Town Council to pay the following for training:-

- Course fees
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination
- Travel expenses

It is important to note that all training must be appropriate to the needs of the Council, be relevant to the individual's role within the Council and subject to the availability of financial resources.

### 2 Councillor Training

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Following every election, newly elected Councillors will be encouraged to take basic Councillors training and will be provided with North Walsham Town Council's policies and procedures.

Training courses are available on a regular basis. Councillors will be offered the opportunity to attend all relevant training. This is good practice for the ongoing efficiency and effectiveness of the Council.

General training includes:-

- *Roles and duties of a Councillor*
- *Code of Conduct*
- *Standing Orders*
- *Financial Regulations*

Specialist training includes:-

- *Chairmanship*
- *Planning*

Failure to attend a course or sit an examination may result in the Council withdrawing further course funding and/or request the refunding of the cost of the course/exam. Each case will be considered on an individual basis.

### 3 Staff Training

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Induction training and an employee folder will be provided for all new members of staff. Contracts of employment and job descriptions will be provided.

Training and development needs may be identified by:

- *Ability to carry out duties efficiently and effectively*
- *Changes in legislation*
- *Changes in systems*
- *New or revised qualifications become available*
- *New working methods and practices*
- *Delivery of new services.*

Individual employees are responsible for their own registration on a course, after approval has been obtained. Any absence from attending any training/courses must be reported as if absent from the workplace.

If an employee fails to sit an examination, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.

If the employee leaves NWTC within a period of two years of the date of the obtained qualification, all costs will be reclaimed in full, except in the most exceptional circumstances.

Employees will identify their development needs with advice from their line manager during their annual appraisal and regular meetings.

### 4 Conclusion

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The adoption of a training and development policy should achieve many benefits for North Walsham Town Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and staff. The adoption of a training and development policy has a practical implication for The Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.