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UTTOXETER TOWN COUNCIL

Training and Development Policy

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1. Policy Statement

- 1.1. Uttoxeter Town Council (the Council) is committed to providing training for its staff and Councillors.
- 1.2. The Council recognises that trained and well-informed staff and Councillors support the Council in achieving the highest quality of service it can achieve and provide for its community.
- 1.3. The Council values the voluntary time given by Councillors serving their community and aims to maximise the rewards during their Term of Office by ensuring its Councillors understand and enjoy their role they undertake within the Town and are properly equipped for it.
- 1.4. This policy is non-contractual and the Council is free to amend or deviate from it at any time.

2. Staff Training

- 2.1. The Council will identify training needs in the light of its overall objectives and the requirements of individuals to help meet those objectives.
- 2.2. Staff needs and aspirations will be assessed by means of staff appraisals, formal and informal discussions.
- 2.3. The Council will expect all employees to attend relevant training courses to further enhance their roles within the Council and will meet the cost including travel expenses arising from such training.
- 2.4. The Council recognises the importance of the Society of Local Council Clerks (SLCC), both nationally and locally within Staffordshire, in promoting and developing the professionalism of Clerks. The Council will cover the cost of the Clerk's membership of SLCC. The Council, whilst encouraging the Clerk to be members of the Association of Local Council Clerks (ALCC), or other Trade Union, will not meet the membership fees.
- 2.5. The Council recognises the importance of Continuing Professional Development (CPD). The Council will encourage the Clerk to attend the SLCC's Regional Roadshow, Practitioners or Leadership in Action Conferences and Annual Conference including the Annual General Meeting. The Clerk will also be provided with time to attend the SLCC's Staffordshire Branch meetings.
- 2.6. The Council also recognises the training benefits to be gained through representation on local and national bodies. The Council will, therefore, provide time and, where required, cover the expenses for the Clerk to attend meetings, physically or via electronic communications, of the SLCC including the Staffordshire Branch Executive, the ALCC and/or the Staffordshire Parish Councils Association (SPCA).
- 2.7. The training provided to the Clerk will, as a minimum, allow them to meet the requirements for CPD required by the SLCC relevant to their membership status and provide study time provisions as and when required.

3. Councillor Training

- 3.1. The Council will encourage all Councillors to attend a "Councillors Induction" training course provided by SPCA as soon as possible after the ordinary election or upon co-option.
- 3.2. The Council requires all new Councillors to complete Equality and Diversity Training at the earliest opportunity.
- 3.3. The Council will support those Councillors who wish to attend the "Chairmanship" training course, provided by SPCA, following their election as Chairman of the Council or one of its Committees.

- 3.4. The Council will support and encourage Councillors who wish to stand for election to the Executive of the SPCA.
- 3.5. The Council will cover the costs for Councillors to attend these courses and other appropriate courses to assist them in during their Term of Office.

4. Training Budget

- 4.1. The Council reviews its training needs and requirements on an annual basis.
- 4.2. The Council includes a training budget allocation within its Estimates/Precept in the sum of £1250.00 (minimum).
- 4.3. In an election year, the training budget allocation is increased to enable appropriate funds to be in place for additional Councillor training and development.

5. Training Fees

- 5.1. In-house training provided by other members of the Council and training provided for the whole Council will not incur any costs to employees.
- 5.2. 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 (or however long is outlined in the Training agreement) 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.

6. Volunteer Training

- 6.1. Volunteers will receive information and training as appropriate for paid employees and will receive reimbursement of any costs.

7. Policy Review

- 7.1. The Council is committed to providing staff and Councillors with training and development opportunities and it shall review this Training and Development Policy on an annual basis at its Annual Meeting.
- 7.2. If additional training and development needs are identified for either staff or Councillors, the Council shall review and re-adopt this Training and Development Policy accordingly.

Reviewed and Adopted UTC 11 February 2020 (As provided by Council's HR Provider), 5 May 2021, 10 May 2022, 16 May 2023 and 21 May 2024, Updated by Peninsula – Adopted by Council on 14 January 2025, Reviewed at Council's Annual Meeting held 13 May 2025