

Councillor Training

Background

Bingham Town Council has a training and development policy that is included with this report. For the 2022/23 financial year, a budget of £1500 has been set for Councillor training.

In 2021/2022, £603.57 was spent on Councillor Training from a budget of £1000.

The office started to record training courses attended by Bingham Town Councillors in 2018 and each Councillor has a training record (summary at the end of this report).

New Councillor Training

After the 2019 elections, Bingham Town Council did not have membership of the Nottinghamshire Association of Local Councils. A neighbouring association offered to run a New Councillor Training session at Bingham Town Council offices, but the uptake for the date offered was low due to availability and it was agreed to look at other dates. This training was not arranged prior to the pandemic and access to courses ceased for an extended period, whilst adjustments to online courses took place.

Online New Councillor training is available to all Councillors, and this was recently offered to both new Councillors after the election was held in March 2022 and to all existing Councillors. Both recently elected Councillors have been enrolled on the course, at the time of writing the report, one has already completed the course. Two Councillors elected in 2019 also requested to attend the online training and their enrolment has been confirmed.

Available Training

Bingham Town Council resolved to take membership of the Nottinghamshire Association of Local Council's (NALC) again in 2020. Any available councillor training they provide is shared via email to all Councillors. If the costs are within budget and proportionate to allow all Councillors to take part, the Clerk arranges access to the course. Any courses using a substantive amount of the budget for one/two Cllrs benefit, would be taken forward for the agreement of Council.

On 03 August 2021, the Full Council resolved to accept a quotation of £250 for HR training for all Councillors, to include performance management and appraisals. This was offered to all Councillors and for those unable to attend, a recording of the virtual training was made.

In January 2021, Councillors were made aware by email that NALC were working with Breakthrough Communications on a national training programme. The flyer that accompanied that email is included with the appendices to this report and all courses are available online. Further emails offering the courses are shared with all Councillors on receipt.

NALC are looking to re-commence face to face training by the 2023 elections. The courses that NALC offer can be found by visiting [Training - Nottinghamshire Association of Local Councils - Nottinghamshire Association of Local Councils, Nottingham \(nottsalc.org.uk\)](https://www.nottsalc.org.uk)

Training opportunities are also offered through the Council's membership of East Midlands Councils and these opportunities are shared via email or can be viewed by visiting [Diary Dates for Training and Development offered by East Midlands Councils \(emcouncils.gov.uk\)](https://www.emcouncils.gov.uk)

Councillors who wish to further their knowledge in areas of Council work can request training at any time during their term of office. Refresher training is also encouraged for all Councillors.

Committees with specific responsibilities like Planning, can request training that relates to the responsibilities of that committee, to assist in performing their roles. The Clerk can also work with neighbouring Parish Council's and the Borough Council to source specific training that is suited to the current priorities of the Council. All training opportunities available will continue to be highlighted to all Councillors.

Recommendation

The Council are asked to:

- Review and adopt the Training and Development Policy (alterations/additions highlighted)
- Remind Councillors to review their training record and contact the Clerk with any training requests
- Place on all committee agendas over the next meeting cycle, to consider if specific training opportunities can be identified to support the work of the committee.



Bingham Town Council

Training and Development Policy

Introduction

Bingham Town Council is committed to appropriate training and development of all Councillors, ~~and~~ Staff and volunteers. This will enable everyone to make an effective contribution toward the Council's aims and objectives and will serve to strengthen the Town Council as an organisation and an employer as well as increasing and encouraging the activities that will promote community cohesion.

Training and development is defined as follows:

- Training is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace.
- Development is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

This document sets out:

- Training and Development Recommendations and Provision
- The Identification of Training and Development Needs
- Financial Assistance
- Study Leave
- Evaluation of Provision
- Ethos and Linking with Other Council Policies
- Reporting on Progress.

The objectives of this policy are to:

- Encourage Councillors, ~~and~~ Staff and volunteers to undertake appropriate training and development
- Allocate training in a fair manner, which serves the Town Council's aims and priorities.
- Ensure that all provision is evaluated in order to judge its value to both the Town Council and individuals

Training & Development Expectations and Provision

The Town Council values the time given by its Councillors to serve the community. This policy is aimed at ensuring that its Councillors enjoy their role as well as understanding their responsibilities to the Town Council, its employees and residents of Bingham.

The Town Council recommends all new Councillors (within the term of their office) to receive induction training within 6 months of becoming a Councillor. The training will help familiarise Councillors with their role and responsibilities, the general work of the Town Council and their adherence to the Town Council's Code of Conduct. *For those Councillors taking the positions of Mayor or committee Chairs, Effective Chair*

training will be offered at the earliest opportunity when being elected, to assist them in their new role. This training will also be offered to all Councillors interested in the role of Chair/Mayor.

The Town Clerk will assist with a Councillor's familiarisation by providing an induction pack to all new Councillors. The pack will include the following:

- Contact details for Councillors and the Town Council offices
- The website address – www.bingham-tc.gov.uk
- Code of conduct for Councillors
- **Good Employers Guide**
- Pecuniary Interests form
- Standing Orders
- Financial Regulations
- Terms of reference for Committees and membership of those groups
- Meetings calendar

The Town Council appreciate the volunteers that give up time to assist to the Town Council in delivering its objectives. The Town Council will provide relevant training to volunteers in the following circumstance:

- **To provide health & safety training to assist in the delivery of a Council activity**

The Town Council's staff will be encouraged to identify appropriate training and development that will assist in the performance of their duties.

Providing training and development realises a number of benefits:

- Improves the quality of services and facilities that the Town Council provides
- Enables the Town Council to achieve its aims and objectives
- Improves the skill base of both Officers, staff and Councillors, leading to confident, qualified people who are able to operate as part of an effective and efficient team
- Demonstrates that both Officers, staff and Councillors are valued as individuals and as members of a team

Training and development will be achieved by including a financial allocation in the annual budget, as well as taking advantage of any relevant partnership or available in-house provision. The Town Council is also committed to networking with other Councils, as it sees this as an effective means of information gathering.

There will be two budget allocations for training and development (**volunteers training would be identified with an event/activity budget**):

- Councillors
- Staff

Provision will also be made in the annual budget for travel expenses, again, split into two:

- Councillors
- Staff

The process of provision will be as follows:

- Training and development needs will be identified by considering the overall objectives of the Town Council in conjunction with the requirements of individuals.
- Appropriate training and development will be planned and organised to meet these specific needs.

- Where necessary, training and development will be designed and then delivered to those who require it.
- The effectiveness of the training and development will be evaluated.

The Identification of Training and Development Needs

Staff will be asked to identify their training and development needs as follows:

- Town Clerk – during meetings with the Policy and Resources- HR Committee and at appraisal time
- ~~Deputy Clerk – during regular meetings with the Town Clerk and at appraisal time~~
- Other Staff – during regular meetings with the Town Clerk and at appraisal time

Councillors are encouraged to identify training and development needs:

- At any point during the term of their office
- As a result of Town Council and/or Committee meeting
- In conversations with other Councillors and/or the Town Clerk

Volunteers will be asked to identify any training needs:

- If a member of staff or a Councillor is not trained to perform the role for a Council activity
- If it was a health and safety requirement of the voluntary role they are undertaking for a Council activity

There are a number of additional ways in which the training and development needs of both Councillors, Officers and staff may be identified, such as:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion

Other circumstances may also present the need for training and development, such as:

- Legislative requirements
- Changes in legislation
- Changes in systems
- New or revised qualifications becoming available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the council
- A request from a member of staff
- Devolved services/delivery of new services.

Staff and Councillors who wish to be nominated for training and development provision should discuss this in the first instance with either the Town Clerk or Chairman of Policy and Resources upon which it will be determined whether the training and development is relevant to the Town Council's needs and/or service delivery.

Appropriate training and development will ensure that Staff and Councillors and volunteers are aware of their statutory responsibilities e.g., health and safety, risk management, employment law and equal opportunities.

Financial Assistance

All sponsored training and development must be appropriate to the aims, objectives and needs of the Town Council, be relevant to the individual's role, and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the Town Council will be considered by the Policy and Resources Committee.

In order to ensure cost effectiveness, Councillors, Officers and staff will be required to attend the nearest college/venue offering the required provision, unless an alternative is recommended by the Policy and Resources Committee in the interest of operational effectiveness or 'best value'.

Other considerations include the following:

- The implications of staff release for training and development courses on the operational capacity of the Town Council
- The most economic and effective means of providing training and development
- The provision and availability of a training and development budget
- Volunteers can only be trained if the Council determines that there would be a health and safety concern for the delivery of a Council activity

For approved courses Councillors and staff can expect the following to be sponsored:

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

*These items are for the benefit of Officers and staff and are not required for Councillors.

Councillors and staff attending financially assisted courses will be required to inform immediately the Chair of Policy and Resources or Town Clerk (as appropriate) of any absence, giving reasons.

Failure to sit an examination may result in the Town Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Any employee undertaking post-entry qualifications funded by the Town Council must be aware that should they resign their position with the Town Council within 24 months of the completion of the qualification, depending on the circumstances of their resignation, they may be required to repay costs associated with the undertaking of such training.

Study Leave

Employees who are given approval to undertake external qualifications are granted the following:

- Paid study time to attend day-release courses
- Paid time to sit examinations

- Paid, study time of one day per examination (to be discussed and agreed in advance by the Town Clerk or the Policy and Resources HR Committee in the case of the Town Clerk)
- Provision of study time must be agreed with the Town Council prior to the course being undertaken
- Travelling expenses in accordance with the Town Council's current policy
- Subsistence in accordance with the Town Council's current policy

Where attendance is required at Short Courses/Workshops employees will receive paid leave. In regard to Residential Weekends, subject to approval of the Policy and Resources HR Committee and Full Council, the employee may request time off in lieu rather than receive paid leave.

Councillors and staff attending approved Short Courses/Workshops/Residential Weekends can expect the following to be paid:

- The course fee (usually invoiced before or following the event)
- Travelling expenses in accordance with the Town Council's current policy
- Subsistence in accordance with the Town Council's current policy.

Evaluation of Training and Development

Records (including any certificates) of all training and development undertaken by Councillors and staff and volunteers will be maintained by the Town Clerk, on behalf of the Town Council.

As part of the Town Council's continuing commitment to training and development, Councillors, Officers and staff are encouraged to provide feedback on the value and effectiveness of the provision they undertake, highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Town Council.

Ethos and Linking with Other Council Policies

This training and development policy will form part of the Town Council's ethos and will link to other policies:

- HR policies
- Contracts of employment and job descriptions given to employees will include details of the Town Council's commitment to training and development
- Equality of opportunity in all aspects of Councillor and employee development
- A commitment to training and development greatly assists in achieving good governance and an effective system of risk management
- Training and development is key to ensuring a positive approach to health and safety is embedded throughout the Town Council
- Undertaking training and development is a clear indication of continuing professional development (CPD).

Reporting on Progress & Review

The Town Clerk will report annually to the Full Council detailing training and development activity over the year. Bi-monthly updates will be provided to Policy and Resources for monitoring purposes.

This policy will be reviewed annually.

This Training and Development Policy was considered and approved by Full Council on 24 May 2022

Minute Reference:

Councillor Training Records:

**Record of Councillor Training Courses Attended
Councillor John Stockwood**

Course Title	Date Attended
Managing HR in a Local Council	1 November 2018
Domestic Abuse Awareness Workshop Nicky Brindley MBE DWP Domestic Abuse Specialist	25 November 2020
Health & Safety Essentials Nimble E Learning Limited	27 February 2021
Equality Diversity and Inclusion Essentials Nimble E Learning Limited	28 August 2021
Team Leadership Essentials Nimble E Learning Limited	28 August 2021
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021
Personal Safety Seminar Local Government Association	16 February 2022
New Councillor Online Training NALC	Registered May 2022

**Record of Councillor Training Courses Attended
Councillor Andrew Shelton**

Course Title	Date Attended
Managing HR in a Local Council	01 November 2018
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021

**Record of Councillor Training Courses Attended
Councillor Gareth Williams**

Course Title	Date Attended
New Councillor Training Anstey, Leicestershire	Early 2018
Planning Cluster Training A Pegram at the Old Court House	Early 2018
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021

**Record of Councillor Training Courses Attended
Councillor Maureen Stockwood**

Course Title	Date Attended
Managing HR in a Local Council	01 November 2018
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021

**Record of Councillor Training Courses Attended
Councillor Tony Wallace**

Course Title	Date Attended
Future Communities NALC	02 December 2021
Employment Training – focus on recruitment and retention of staff	22 January 2022
New Councillor Online Training	Registered May 2022

**Record of Councillor Training Courses Attended
Councillor Wayne Stapleton**

Course Title	Date Attended
Equality Diversity and Inclusion Essentials Nimble E Learning Limited	August 2021
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021

**Record of Councillor Training Courses Attended
Councillor Norman Mees**

Course Title	Date Attended
New Councillor Online Training NALC	Completed May 2022

Record of Councillor Training Courses Attended
Councillor Rowan Bird

Course Title	Date Attended
Flood Warden Training: Incident Management Parts 1 & 2 Environment Agency	24 February 2021
Flood Warden Training: Flood Volunteer Parts 1 & 2 Environment Agency	03 March 2021
Flood Warden Training: CEV Co-ordinator Environment Agency	10 March 2021
Flood Warden Training: Communications & Marketing Environment Agency	17 March 2021
Flood Warden Training: Community Fundraising Environment Agency	24 March 2021
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021
Future Communities NALC	2 December 2021

Record of Councillor Training Courses Attended
Councillor Ted Birch

Course Title	Date Attended
New Councillor Online Training NALC	Registered May 2022

Record of Councillor Training Courses Attended
Councillor Francis Purdue-Horan

Course Title	Date Attended
Managing HR in a Local Council	01 November 2018
Social Media Training NALC	24 November 2020
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021

Record of Councillor Training Courses Attended
Councillor Jane Best

Course Title	Date Attended
New Councillor Training Anstey, Leicestershire	Early 2018

Record of Councillor Training Courses Attended
Councillor John Lewis

Course Title	Date Attended
Planning NALC Training	29 July 2020
Freedom of Information NALC Training	September 2020
HR Training with Personnel Advice Solutions to include: Managing performance informally Conducting Appraisals Formal disciplinary action	28 September 2021
Future Communities NALC	02 December 2021
Employment Training – focus on recruitment and retention of staff	22 January 2022