



GILLINGHAM TOWN COUNCIL
The Town Hall, School Road, Gillingham, Dorset SP8 4QR

TRAINING AND DEVELOPMENT POLICY

1. INTRODUCTION

Gillingham Town Council is committed to encouraging staff and councillors to enhance their skills, knowledge and qualifications through training and development.

Gillingham Town Council will ensure necessary training is undertaken in order to comply with all legal and statutory requirements.

2. IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS

Individual staff training needs will be discussed at annual Performance and Development Review meetings. However, training needs may be identified at any time by either the staff member or line manager.

The Council will undertake an annual training needs analysis with councillors as soon as practicable after each Annual Meeting of the Council in May. However, if at any time a councillor feels they have a training need, they should discuss this with the Town Clerk.

3. APPROVAL PROCESS

The Town Clerk is responsible for considering and approving all day-to-day operational training for staff and councillors, taking into account the available training budget.

A request for the Town Council to support a work-related professional qualification must be submitted to the HR Committee for approval.

4. PROFESSIONAL QUALIFICATIONS

If support for a professional qualification has been approved, the following will apply:

Costs

- The Town Council will fund course fees, exam fees and membership fees
- Membership fees will continue to be funded by the Town Council provided the qualification remains relevant to the staff member's role

- Exam re-takes – the Town Council will pay 50% towards the cost of one re-take – further re-takes will not be funded

Repayment of Costs

- If the qualification is not successfully completed, repayment of 100% of the training course costs incurred by the Town Council will be required
- On leaving employment for any reason (other than redundancy or ill health retirement), repayment of costs will be required on a pro-rata basis as follows:

Period of employment since course completion (ie date of final exam or submission of final papers)	Fees to be repaid
Up to 6 months	100%
Over 6 months, up to 12 months	75%
Over 12 months, up to 24 months	50%
Over 24 months	0%

Time Off

- Study leave – appropriate paid time off will be agreed with the Town Clerk
- Exams – paid time off will be given for the exam

5. EXPENSES

In line with the Town Council’s Climate Change and Carbon Management Policy, the online option for training should be chosen where available. However, if face-to-face attendance is required for training and/or to take an exam, travel expenses will be paid in line with the Town Council’s Pay Policy Statement

6. REVIEW

This Training and Development Policy was reviewed by the Town Clerk and presented to the Finance and Policy meeting held on 21 August 2023 for approval and adoption, minute no. 573 d) and ratified by Full Council on 29 August 2023.

Reviews will be carried out annually or when there are changes to relevant legislation, whichever is the sooner.

Signed by

The Mayor of Gillingham: _____ Date: _____