

# Cyngor Cymuned Mostyn Mostyn Community Council



## TRAINING AND DEVELOPMENT POLICY

The Council is committed to encouraging members of council and its staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources. A record, and proof, of training for each individual will be kept by the clerk and published annually on the council website.

### Training Objectives

- To provide suitably trained, qualified and motivated members and employees for the Council at the right time and level.
- To provide facilities for training and retraining to meet the changing needs of the Council.
- To provide members and employees with a greater understanding of the purpose and working of the Council and their part in it and to foster the development of job satisfaction and positive attitude towards personal development.

### Identification of Training Needs

Members and employees should have regard to the following when considering training needs:

- Workload implication of training.
- The capabilities of the applicant to benefit from the training.
- The members and employees past attainments if the application is for continued academic sponsorship.
- The most economic and effective means of training.
- The provision and availability of a training budget.
- Priority of each individual member or employee's need with regard to budget.

### Training Schemes

Training courses to be financed from the Town Council training budget. It is expected that members and employees undertaking qualification training will attend the nearest venue offering the required course at the appropriate level.

### Financial Assistance Scheme

- Where training is approved the Council will pay and /or assist with expenses incurred which may

cover such items as tuition and examination fees.

- Travelling costs to be paid at the discretion of the Council.
- Where an officer without good reason fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme and will require the refunding of the financial assistance granted in accordance with the undertaking signed by the member or employee.
- The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

Officers attending assisted courses are required to inform the Town Clerk immediately of any absences giving reasons. Failure to do so may result in action being taken under the Disciplinary Procedure.

Council members and staff are required to complete and sign a declaration of undertaking before embarking on a post-entry qualification training course agreeing to the above conditions. This undertaking is authorised by the Town Clerk and Chairman.

The individual member or employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

ADOPTED BY FULL COUNCIL ON SEPTEMBER 26<sup>TH</sup> 2022.

Signed by the Chair:

*D R Seddon*