

The purpose of this policy is to demonstrate Daventry Town Council's commitment to ensuring that staff and councillors have access to training and educational opportunities which will assist them to develop and maintain the skills and knowledge required to perform their civic duties.

Council will ensure, wherever possible, sufficient funding is made according to the needs identified by the Chief Officer and/or Personnel Panel.

Requests for training under £250 will be approved by the Chief Officer.

Requests for training over £250 will be submitted by the Chief Officer to Council for approval.

Staff and Members may be required to report on training attended, to evaluate how successful and/or appropriate the training is.

Where training may have significant costs associated, you may be required to complete a training fees agreement. By signing the training fees agreement, you would be confirming that the Council may deduct all the fees, or a percentage of the fees paid, or a specified sum of money should you decide to end your employment of your own accord or are dismissed for reasons of gross misconduct within the time period specified on the agreement.

Staff training

New employees are required to attend induction training.

Staff training and development will be identified on individual needs and organisational requirements in relation to the work of the council.

Training Requests/Study Leave

The Council may offer support with further education or training, including time off for study. Where permission is granted, it is on an individual basis at the discretion of the council.

Councillor Training

Training and development for Councillors is based on individual needs and organisational requirements in relation to the work of the Council.

New Councillors will be required to attend induction training, provided by NCALC to encompass the wider aspects of the role of Council such as the structure and functions of Local Government, the role of Councillors, decision-making and the services provided by the Council.

In addition, Councillors are expected to identify their own training needs and submit a request to the Chief Officer and/or personnel panel.