



TORPOINT TOWN COUNCIL

TRAINING, LEARNING AND DEVELOPMENT POLICY

RENEWAL DATE: - January 2022

NEXT REVIEW DATE: - January 2024

**Reviewing Body:-
Finance and Personnel Committee (F & P)**

TRAINING/ LEARNING AND DEVELOPMENT POLICY

1. Introduction

Torpoint Town Council is committed to the ongoing training and development of all employees and Councillors to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

2. The Identification of Training Needs

Employees will be asked to identify their development needs with advice from their Line Manager principally during their annual appraisal and during formal and informal discussions thereafter. Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

3. Financial Assistance

It is important to note that all supported training must be appropriate to the needs of the 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 Council will be identified, along with the most economic and effective means of training.

Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within two years of completion and award of the qualification, then the employee will be required to repay all costs associated with the undertaking of such training. The Council may consider each case on merit depending on the exit interview and the destination of each employee.

4. Study Leave

Employees who are given approval to undertake external qualifications may be granted reasonable study leave to attend day-release courses, time to sit examinations. Provision of study time must be agreed with the Line Manager prior to the course being undertaken.

5. Short Courses/Workshops/Residential Weekends

Where attendance is required at a short course, time off in lieu or overtime will be granted to employees, if appropriate.

Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid: - the course fee, travelling expenses in accordance with the Council's current policy and subsistence in accordance with the Council's current policy.