



Bangor City Council

TRAINING AND DEVELOPMENT POLICY

1. Introduction

1.1 This document forms the City Council's Training and Development Policy and should be read in conjunction with the Annual Training and Development Plan. This Policy sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training and/or financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress.

1.2 The objectives of this strategy are to: Encourage members of staff to undertake appropriate training; Allocate training in a fair manner; and Ensure that all training is evaluated to assess its value.

2. Commitment to Training

2.1 Bangor City Council is committed to the ongoing training and development of all Councillors and staff Members 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 city.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: "A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."

2.3 Bangor City Council recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

- 2.5 Bangor City Council recognises that providing training yields a number of benefits: It improves the quality of the services and facilities that Bangor City Council provides; It enables the organisation to achieve its corporate aims and objectives; It improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and demonstrates that the employees are valued.
- 2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- 2.7 The process of development is as follows:
1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
 2. Planning and organising training to meet those specific needs.
 3. Designing the delivering the training.
 4. Evaluating the effectiveness of training.
- 2.8 To aid the City Council in meeting its training objectives while maximising budgetary availability and planning an annual training and development plan will be prepared by the City Director and presented to Council.
3. The identification of Training Needs
- 3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are several additional ways that the training needs of both Members and staff may be recognised:
- Questionnaires.
 - During an interview.
 - Following confirmation of appointment.
 - Formal and informal discussion
- 3.2 Other circumstances may present the need for training:
- Legislation requirements i.e. First Aid, Fire Safety, Manual Handling etc.
 - Changes in legislation
 - Changes in systems
 - New or revised qualifications become 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
- 3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.
4. Corporate Training
- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5. Financial Assistance

5.1 Bangor City Council will facilitate financial assistance to attend courses, as detailed in the annual budget and training and Development Plan. It is important to note that all sponsored 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 to the organisation will be identified. In order to best ensure cost-effectiveness.

5.2 Other considerations include the following:

The implication of employee release for training course(s) on the operational capacity of the Council. The most economical and effective means of training and the provision and availability of training budget.

5.3 For approved courses Members and employees can expect the following to be sponsored:

- The course fees
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination
- Travel expenses and subsistence allowance to and from the course venue

5.4 Members and officers attending assisted courses are required to inform the City Director immediately of any absences, giving reasons.

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

6. Study Leave

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

- Study time to attend day-release courses.
- Time to sit examinations.
- Study time of one day per examination (to be discussed and agreed upon by the City Director in advance).

Provision of study time must be agreed upon with the City Director prior to the course being undertaken.

7. Short Courses/Workshops/Residential Weekends

7.1 Where attendance is required at a short course, a full day of paid leave will be granted.

7.2 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
- Subsistence in accordance with the Council's current policy.

8. Evaluation of Training

8.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

8.2 A part of Bangor City Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of the new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Council

9. Reporting in Progress – The City Director will report annually to the Staffing Committees, detailing attendance at training courses or other continuous professional development (CPD) events over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

10. Conclusion

10.1 The adoption of a training policy should achieve many benefits for the City Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.

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City Director