



Town Clerk: Caroline Leet

EDENBRIDGE TOWN COUNCIL

Training and Development Policy

Adopted by full Council on 09 March 2026

This policy is in addition to Section 7 of the Staff Handbook which covers the essentials (training linked to role, manager approval, repayment clauses etc.). This standalone Training & Development Policy allows Council to demonstrate commitment to professional standards, reflect ongoing CPD and e-learning, and strengthens Council position for audit, staffing reviews.

1. Purpose of the Policy

This policy sets out Edenbridge Town Council's commitment to the training and development of its employees.

It should be read alongside Section 7 (Training and Development) of the Staff Handbook. This standalone policy provides further detail about how the Council supports ongoing professional development and ensures that staff have the knowledge, skills and qualifications necessary to perform their roles effectively.

The Council recognises that investment in training supports high standards of service delivery as well as:

- Legal and regulatory compliance
- Employee wellbeing and confidence
- Professional standards within the local government sector
- Retention and succession planning

2. Commitment to Learning and Development

The Council is committed to providing reasonable and appropriate training opportunities to enable employees to carry out their duties competently and safely. Training may include:

- Mandatory training (e.g. health & safety, safeguarding, data protection).
- Role-specific professional development.

- Sector-related training and updates.
- Formal qualifications relevant to the employee's role.
- Continuous professional development (CPD).

The Council encourages a culture of learning and recognises that maintaining up-to-date knowledge is essential in a changing legislative and regulatory environment.

Training and development begin at induction. During an employee's induction period, the Council will outline mandatory and role-specific training requirements and set expectations regarding professional standards and ongoing development. An induction programme will identify essential training to be completed within agreed timescales.

The Council provides access to an E-Learning platform to support ongoing development and compliance. This enables employees to complete refresher and mandatory training, including health and safety, risk assessment awareness, data protection, safeguarding and management skills, as appropriate to their role. The platform supports employees in maintaining up-to-date knowledge of current practice and legislation.

The Council conducts annual staff appraisals during which training undertaken in the previous year is reviewed and future development needs are identified. This ensures that training remains relevant to both the employee's role and the Council's operational requirements.

3. Sources of Training

The Council utilises a range of training providers to ensure staff receive relevant and high-quality development opportunities. These include:

- E-learning platforms used for regular updates and mandatory refresher training
- Kent Association of Local Councils (KALC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Specialist external providers for role-specific training
- Accredited providers for professional qualifications

Grounds and maintenance staff may attend training delivered by recognised industry providers to ensure safe operation of machinery, compliance with health and safety requirements, and development of technical skills.

The Council will periodically review training provision to ensure it remains appropriate and effective.

4. Support for Professional Qualifications

The Council is supportive of employees undertaking work-related qualifications that enhance their competence and support the Council's operational needs. This may include:

- Local government sector qualifications
- Health and Safety qualifications
- Technical or vocational qualifications relevant to grounds or maintenance roles
- Management or supervisory qualifications where appropriate

Requests for qualification support will be considered on a case-by-case basis, taking into account the relevance to the employee's current or future role; operational requirements; budget availability; and the anticipated benefit to the Council.

Where the Council agrees to fund qualifications, arrangements may be subject to a training agreement in accordance with the Staff Handbook.

5. Identifying Training Needs

Training needs may be identified through:

- Annual appraisals or performance reviews
- Changes in legislation or regulatory requirements
- Introduction of new equipment, systems or procedures
- Organisational changes
- Employee requests for development

Employees are encouraged to discuss development needs with their line manager.

6. Equality and Fair Access

The Council is committed to ensuring that training opportunities are provided fairly and without discrimination, in line with its Equal Opportunities Policy.

All employees will have reasonable access to development opportunities appropriate to their role.

7. Approval of Training

All training requests must be discussed in advance with the employee's line manager.

Training that falls within agreed budgets and is directly related to the employee's role may be approved by the Town Clerk, in consultation with the relevant line manager.

Where proposed training involves significant cost, formal qualifications, or funding beyond existing budget provision, the matter will be referred to the Personnel Committee for consideration and recommendation to Council, where appropriate.

Requests relating to the Town Clerk's own training or professional development will require the approval of the Chairman of the Council, within delegated authority and agreed budgets. Where funding exceeds delegated limits, the matter will be referred to the Personnel Committee and/or full Council as appropriate.

8. Time Off for Training

Where training is approved by the Council, it will normally take place during the employee's contracted working hours wherever reasonably practicable.

Where approved training extends beyond normal working hours, additional hours will not normally be paid. Instead, time off in lieu may be agreed in advance with the Town Clerk, subject to operational requirements.

Where approved qualifications or structured training programmes require study time, reasonable time may be granted within the working week in consultation with the Town Clerk. The extent of time off in lieu will depend on the nature of the training, its relevance to the role, and the needs of the Council. Not all study time will necessarily be reclaimable.

Attendance at training that has been identified as mandatory or formally approved forms part of the employee's contractual duties.

9. Records and Monitoring

The Council will maintain appropriate records of training undertaken to ensure compliance with statutory requirements, up-to-date certification where required, and evidence of professional development.

The Personnel Committee may periodically review training activity to ensure it aligns with organisational needs and budget provision.

10. Review of Policy

This policy will be reviewed periodically by the Personnel Committee to ensure it remains effective and aligned with legislative requirements and best practice within the local government sector.