

# CULLOMPTON TOWN COUNCIL



## TRAINING AND DEVELOPMENT POLICY

Revised and adopted 26 February 2015

### 1. INTRODUCTION

Cullompton Town Council is committed to continually improving the quality of the services it provides to the people of the town. If we are to operate as efficiently and effectively as possible then the people who deliver those services are fundamental to success and we must ensure that they are fully equipped not only to meet but also to exceed customer expectations.

Our training and development policy aims to support democratically elected Members to discharge their responsibilities and encourage a work force which is innovative and efficient, able to deal with change and responsive to the needs of the community we serve. It is also designed to assist in the achievement of the Council's Action Plan. This means working in a way which helps individuals and communities to achieve their ambitions and resolve their own problems. We want employees to be self reliant and proud to work for Cullompton Town Council.

This policy provides the framework within which each service area will operate and ensures all parts of the Council are working towards achieving and maintaining high standards.

The delivery of training and development will be achieved through a flexible approach in terms of training resources. Dependant on the particular need the following is a list of possible ways in which the training and development needs could be met:

- Formal external training
- Internal training
- Distance learning
- On-line
- Shadowing
- Mentoring
- Reference book study

All training and development activities will be agreed taking into account budgetary constraints. The training and development budget is set annually by the Policy & Resources Committee.

## **2. COMMITMENT**

The Council recognises that its most important resource are its people and is committed to continuously improve both corporate and individual performances. This can best be achieved when employees and Members are given every opportunity to carry out their roles within the organisation in the most effective manner. Training plays a vital part in the changing requirements of Cullompton Town Council.

This policy aims to ensure that the Council provides staff and elected members with a clear and robust procedure for training and development to enable the Council to discharge its responsibilities. It states that the Council aims to secure the highest level of performance by all staff and elected members through the provision of high quality services and relevant learning opportunities.

The Council is committed to:-

- ensuring training and development activities support strategic and individual service objectives;
- fostering among staff and elected members a sense of personal responsibility for developing and updating their skills and expertise;
- allocating an annual training budget to fulfil identified needs;
- providing specialist training expertise to support managers and individuals in identifying and meeting their needs;
- developing, where appropriate, in-house expertise in assessment and accreditation to relevant standards; and
- ensuring all staff have equality of opportunity to participate in training and development activities.

## **3. PROCESS**

### **3.1 Staff**

- Induction training will be provided to every member of staff as soon as possible after they have joined the council.
- Staff will be encouraged to attend relevant training events, particularly those that update legislation and new practices.
- The Council encourages staff to make suggestions on how they would like to achieve additional relevant qualifications and every effort will be made to support them in achieving this.
- Staff appraisals will be held every 12 months and include identifying training and development needs.
- Records of all training undertaken by employees will be kept in the personnel records of staff.
- Employees are required to provide feedback on the quality and value of any training they undertake.

### 3.2 Elected Members

- a. New Councillors will be allocated a “buddy” to assist them during the first three months of their appointment.
- b. New Councillors will be provided with an induction pack on a USB drive (unless otherwise requested) and will be expected to attend induction training: This will include:
  - Role of councillors and officers of the Council
  - Structure of the Council
  - Legal aspects of the Council’s work
  - Standing Orders and Financial Regulations
  - Health & Safety
  - Code of Conduct
- c. Councillors will be required to attend relevant training and events organised by bodies such as Mid Devon District Council (MDDC) and the Devon Association of Local Councils (DALC) to further develop their skills.
- d. Councillors who are appointed to a Chairman position will be supported and required to attend appropriate training to enable them to become effective in carrying out the role.
- e. Councillors who become members of the Planning Committee are required to undertake regular training on planning matters and attend planning information sessions provided by the Local Planning Authority and other outside bodies.
- f. All Councillors are required to attend Code of Conduct training.

### 3.3 Corporate Training

The need to respond to certain issues, whether this is for reasons of communication, or to ensure that all employees are aware of their legal responsibilities and achievement of corporate standards, means there will be occasions when employees are required to attend training courses, workshops or seminars.

Where ‘corporate training’ is necessary, target groups of employees will be identified. Employees will be given information on why the training is being provided and what the objective of the particular training is and how it relates to them doing their job. Examples of corporate training might include:-

- health and safety;
- equal opportunities;
- risk assessments : and
- emergency first aid

For Councillors corporate training will be aligned to the Member Development Charter where appropriate. There may also be occasions where Councillors are required to undertake training as a condition of certain duties – for example when serving in a quasi-judicial capacity on an appeals panel.

## 4. FINANCIAL ASSISTANCE

- a. All requests to attend training must be made to the Town Clerk in the first instance. If the Town Clerk requires training or development which has a financial implication on the Council, they will discuss the need to attend with the Mayor prior to attendance.

- b. Each request will be considered on an individual basis and the benefits and the benefits to the individual and the Council will be considered by the Policy & Resources Committee.
- c. Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:
  - The course fee
  - Examination fee
  - Travelling expenses in accordance with the Council's current policy
  - Subsistence in accordance with the Council's current policy.
- d. Failure to sit an examination may result in the Council withdrawing further course funding and/or request the refunding of financial assistance. Each case will be considered on an individual basis.
- e. In order to best ensure cost effectiveness, elected members and staff will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Policy & Resources Committee.

## **5. EVALUATION AND MONITORING**

- Employees and line managers will be expected to undertake formal evaluation for all training and development activity. They should evaluate the outcomes of each activity to determine the effectiveness of the training.
- A yearly summary of training activity will be produced.
- The Council will ensure equality of access to training and development activities.

