



Helston Town Council

Konsel an Dre Hellys

Training & Development Policy

6th September 2016

Training & Development Policy

1. Introduction

The objectives of this policy are to:

- Encourage Councillors and employees to undertake appropriate training and development activities;
- Allocate training in a fair manner;
- Ensure all training is evaluated to assess its value.

TRAINING STATEMENT OF INTENT **(as contained in para.25 of the Employee's Handbook)**

25.1 Helston Town Council is an organisation in which learning is valued. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential. This will allow them to provide a satisfactory and expected level of service to the community of Helston.

25.2 **All are entitled to:**

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles as well as the workings of the Council
- An understanding of the Council's role in the Community
- An understanding of the direction and objectives of the Council
- An understanding of the contribution that is expected of them

25.3 **For staff:**

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addressed their development needs
- A Council that is committed to staff development
- Release from work commitments in order to undertake relevant and agreed training
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control

25.4 **For Members**

- General training including;
 - Roles and duties of a Councillor
 - Code of Conduct
 - Standing Orders and Financial Regulations

- Specialist training
 - Chairmanship
 - Planning

25.5 Resources

- The Council will set an annual training budget to ensure the above aims are achieved.

25.6 Providers include

- Cornwall Association of Local Councils
- Ellis Whittam Ltd
- South West Employers
- Society of Local Council Clerks
- Cornwall College
- Truro & Penwith College

2. Commitment to Training and Development

Training has been defined as ‘A planned process to develop the abilities of the individual to satisfy current and future needs of the organisation’ (Chartered Institute of Personnel and Development 2007).

Helston Town Council is committed to continuous training and development to enable Councillors and employees to effectively contribute to achieving the Council’s aims and objectives by providing the highest quality representation and services.

Helston Town Council recognises that its Members and employees are its most important resource. The Council is committed to encouraging both Members and employees to enhance their skills, knowledge and qualifications through training and development activities. Some training is also necessary to ensure compliance with all legal and statutory requirements.

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.

Training and development

- Improves the quality of the services and facilities provided by Helston Town Council;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of employees to produce confident, highly qualified staff working as an effective and efficient team;
- Demonstrates that employees are valued.

Training and development will be achieved by including a realistic financial allocation for learning activities in the annual budget as well as by taking advantage of any relevant partnership or in-house provision available.

The learning and development process will:

- Identify training needs by considering Helston Town Council's objectives as well as individual requirements;
- Plan and organise training and development activities to meet those specific needs;
- Ensure the appropriate activity is delivered;
- Evaluate the effectiveness of the training and development activity.

Identification of training and development needs

Employees will be asked to identify their development needs with advice from their line manager during their annual Appraisal. Members' and employees' training needs may also be identified through

- Questionnaires;
- During interview;
- Following confirmation of election/appointment;
- Formal and informal discussion.

Training and development needs may also be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Employees who wish to attend a training course should discuss this with their line manager. All requests will be considered in relation to the Council's needs by the Town Clerk.

New Councillors and Employees

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council finance, assets, health, safety and welfare. Specific mandatory training (such as Code of Conduct Training for Councillors) will be included as well as an assessment of any essential training needed to effectively carry out the role. Any need identified in the assessment will be met in accordance with the Council's commitment to training and development.

Corporate Training

Corporate Training is necessary to ensure that Members and employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Equal Opportunities, Code of Conduct. Employees will be required to attend training courses, workshops or seminars where suitable training has been identified.

Financial Assistance

It is important to note that all sponsored training must be appropriate to the needs of the Council, 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.

Members and employees will be required to attend the nearest college/venue offering the required training unless an alternative is authorised in the interest of operational effectiveness or ensuring value for money.

Consideration will also be given to:

- The impact on operational capability;
- The most economic and effective means of providing the learning;
- Provision and availability of the training budget.

Members and employees can expect the following to be sponsored for approved training and development activities:

- Course fee;
- Examination fees;
- Associated membership fees;
- One payment to re-take a failed examination.

Members and employees attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.

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

Helston Town Council operates a Return of Service arrangement. Any employee undertaking post entry qualifications funded by the Council must be aware that, should they voluntarily leave Helston Town Council's employment within two years of completing the qualification, they will be required to repay proportionate costs associated with undertaking such training. An exemption to this clause may be granted if an employee takes up employment with another local authority.

Study Leave

Employees who are given approval to undertake external qualifications will be 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 by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

Short Courses/ Workshops/ Residential Weekends

Where officers attendance is required, out of normal working hours, at a short course, salary will be paid in accordance with the Members and Officers Expenses Policy. Members and staff attending approved short courses/ workshops/ residential weekend can expect the following to be paid:

- Course fee;
- Travelling expenses in accordance with the Council's Members and Officers Expenses Policy;
- Subsistence in accordance with the Council's Members and Officers Expenses Policy.

Progress Reporting

The Town Clerk will produce an Annual Staffing Report, to include employees' training and development requirements, for consideration by the Policy, Finance & Resources Committee.
