

TRAINING & DEVELOPMENT POLICY FOR MEMBERS AND STAFF



REDRUTH TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY

1. Introduction

1.1 This document sets out Redruth Town Council's Training and Development Policy by detailing:

- The Council's commitment to training and development
- The identification of training needs
- Corporate Training
- Financial Assistance
- Study Leave
- Short Courses and Workshops
- Evaluation of training
- Reporting progress

1.2 The objectives of this policy are to:

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

2. Commitment to Training and Development

2.1 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).

2.2 Redruth Town Council is committed to continuous training and development to enable Members and employees to effectively contribute to achieving the Council's aims and objectives by providing the highest quality representation and services.

2.3 Redruth 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.

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 Training and development

- Improves the quality of the services and facilities provided by Redruth 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.

2.6 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 Redruth 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.

3. Identification of training and development needs

3.1 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.

3.2 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.

3.3 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.

4. New Councillors and Employees

4.1 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.

5. Corporate Training

5.1 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.

6. Financial Assistance

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 Redruth 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 Redruth 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.
- 7. Study Leave**
- 7.1 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.
- 8. Short Courses/ Workshops/ Residential Weekends**
- 8.1 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.

9. RECORDING AND EVALUATION OF TRAINING

- 9.1 As part of the Town Council's continuing commitment to training and development, Members and Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.
- 9.2 Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria:-
- How the training and development will meet the needs of the individual, and the impact on the service users.
 - The degree of learning that will take place as a result of the training
 - The impact of the training on individual performance
 - How the training contributes to the achievements of the Council goals.
 - The number of Staff/Members who will gain from the training.
 - Whether the training should be provided externally or can be arranged in-house.
- 9.3 Records of all training undertaken by Members and staff will be kept in Council files and requests for training should be made using Appendix A to this document. All Members and staff are requested to complete a training evaluation form once the training has been completed as per Appendix B to this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the General Purposes Committee.



REDRUTH TOWN COUNCIL

Application for Training Form

Applicant's name			
Job title			
Course title			
Training provider			
Date		Venue	
Other information (Outline of course content)			
Costs	Course fees (external courses only)		
	Travelling (road/rail)		
	Subsistence		

Approved by line manager (If applicable)		Date	
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Approved by Town Clerk		Date	
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For office use

The following course has * been approved and booked/not been approved * please delete those not applicable			
Applicant			
Course/Training		Course date	
Signed (Line manager)		Date	
Date received	Seen by Town Clerk	File	



REDRUTH TOWN COUNCIL

Training and Development Evaluation Form

Name:

Job Title:

1. Nature of training activity:

2. Training provider:

3. Dates training undertaken and duration:

4. Objectives expected to be achieved:

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5. Outcomes and observations (What was achieved? What was not achieved?)

6. Follow up (What further action will now be taken?)

Reviewed by:

Date: