

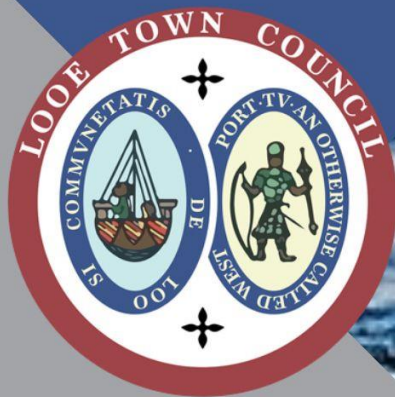
LOOE TOWN COUNCIL

K O N S E L T R E L O G H

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# Training & Development Policy

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V1 Adopted by Council:  
21st October 2024

Next Review: October 2027



## **1 Introduction**

1.1 This document forms the Council's Training and Development Policy. It sets out:

- the objectives of the Policy
- the Council's commitment to training
- the Identification of training needs
- Councillor training
- corporate training
- financial assistance
- study leave
- short courses/workshops
- evaluation of training
- reporting on progress

## **2 Policy statement**

2.1 The objectives of this policy are to:

- support and encourage the training and development of Councillors and employees to help achieve the objectives of the Council
- regularly review the needs of Councillors and employees
- plan training and development opportunities and budget accordingly
- allocate training in a fair manner
- ensure that all training is evaluated to assess its value

## **3 Commitment to Training**

3.1 Looe Town Council is committed to ensuring our Councillors, staff and volunteers are trained to the highest standard and kept up to date with all new legislation.

3.2 The training and development provided to our volunteers is outlined in the Council's Volunteering Policy.

3.3 Both Staff and Councillors will be required to attend training courses, workshops, or seminars where suitable provision is identified.

3.4 Prospective Councillors and applicants for council jobs will be made aware of the content of this policy and the expectations placed upon them contained within it.

3.5 The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of their professional bodies. Therefore, the Council will subscribe to the Society of Local Council Clerks (SLCC) and Cornwall County Association of Local Councils (CALC) each municipal year.

3.6 Providing training yields a number of benefits:

- improves the quality of the services and facilities that Looe Town Council provides
- improves the skills and knowledge of Councillors enabling confident decision making that benefits the community
- enables the organisation to achieve its corporate aims and objectives
- improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team

- demonstrates that the employees are valued

3.7 Training and development will be achieved by including an allocation for training in the annual Council budget.

3.8 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the Council as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

#### **4 The Identification of Training Needs**

4.1 There are number of ways that the training needs of both Councillors and staff may be recognised:

##### Councillors

- skills audit of Councillors following the start of each four-year period following elections
- during Councillor induction
- formal and informal discussion
- training requirements for a particular committee or council office Staff
- induction and probationary periods
- one-to-ones
- appraisal
- workforce planning
- team meetings
- annual plan
- change processes
- risk assessments
- event specific training

4.2 Other circumstances may present the need for training:

- legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- 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
- devolved services / delivery of new services

4.3 The Council will encourage Councillors and staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- attendance at conferences, seminars, and short courses
- online training
- internal coaching
- shared in-house learning resources (books, journals etc.)
- in house training
- work shadowing
- time for self-directed research and learning

## **5 Councillor Training**

- 5.1 As soon as practicable after joining the Council, a Councillor will attend appropriate training sessions to familiarise themselves with the general work of the Town Council.
- 5.2 The Clerk will provide a welcome pack to all new Councillors. The pack will include the following:
- Cornwall Association of Local Councils' Induction Pack
  - contact details for Councillors and the Clerk
  - adopted Code of Conduct
  - Standing Orders
  - Financial Regulations
  - meetings calendar
  - Social Media Policy
  - any other relevant policies and documents.
- 5.3 All Councillors will be supported by the Clerk and Deputy Clerk who will arrange any training identified to support them in their work.
- 5.4 Councillors must undertake Code of Conduct training within six months of appointment.
- 5.5 The Council has made it a requirement that Councillors undertake specific training for certain roles unless they evidently already have the necessary skills and experience e.g. to sit on the Planning Committee or the Staffing Committee, or to Chair a Committee. .
- 5.6 New Councillors will be invited to work with a longer-serving Councillor as a mentor for a period of at least six months from their starting date.

## **6 Corporate Training**

- 6.1 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.
- 6.2 Employees will be required to attend training courses, workshops, or seminars where suitable training is identified.

## **7 Financial Assistance**

- 7.1 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 resources.
- 7.2 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

- 7.3 The Council understands that attending a training session in person can offer unique benefits fostering direct collaboration and a sense of community amongst participants. However, it is also mindful of the environmental impact associated with travel to such events. Consideration must therefore be given to alternative delivery methods, such as online training if available, so that the carbon impact of the training activity can be reduced so far as is practical.
- 7.4 When it is agreed that training should be attended in person, where practical travel should be made using public transport.
- 7.5 When training courses are attended in person Councillors and staff should try to use the nearest college/venue offering the required course. Alternative courses must be authorised by the Staffing Committee and decisions will take into account operational effectiveness and or best value.
- 7.6 Other considerations include the following:
- implication of employee release for training course(s) on the operational capability of the Council
  - the most economic and effective means of training
  - provision and availability of training budget
- 7.7 For approved courses Councillors and employees can expect the following to be sponsored:
- the course fee
  - examination fees
  - associated membership fees
  - one payment to re-take a failed examination
- 7.8 Councillors and staff attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.
- 7.9 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.
- 7.10 Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within one year of completion of the qualification they may be required to repay all costs associated with the undertaking of such training.

## **8 Study Leave**

- 8.1 Employees who are given approval to undertake external qualifications are granted the following:
- study time to attend day-release courses
  - time to sit examinations
  - study time
- 8.2 Provision of study time must be agreed with the Clerk or the Staffing Committee prior to the study time being undertaken.

## **9 Short Courses/Workshops/Conferences**

9.1 Councillors and staff attending approved short courses/workshops/conferences 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

## **10 Evaluation of Training**

10.1 Records of all training undertaken by Councillors and staff will be maintained.

10.2 Councillors and staff are asked to provide feedback on the value and effectiveness of the training undertaken and to report key implications of new legislation, guidance and/ or best practice for the ongoing efficiency and effectiveness of the Council.

## **11 Reporting on Progress**

11.1 The Town Clerk will report annually to the Staffing Committee, detailing attendance at training over the year, as well as the inclusion of Councillor and staff evaluation of courses attended.

	<b>Date</b>	<b>Minute</b>
<b>Adopted</b>	21 <sup>st</sup> October 2024	FC24.25.67b
<b>Reviewed</b>		
<b>Next Review due</b>	October 2027	