

Policy Document



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TRAINING AND DEVELOPMENT POLICY

Introduction

This document sets out Camborne 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;
- Links with other policies;
- Reporting progress.

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.

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).

Camborne 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.

Camborne 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 Camborne Town Council;
- Helps enable 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 Camborne 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 half yearly and annual performance review/appraisal.

Members' and employees' training needs may also be identified through

- During interview;
- Following confirmation of appointment/ election;
- 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;
- Accidents;
- Professional error;
- 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 Staffing Committee.

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 by the Staffing Committee in the interest of operational effectiveness or ensuring value for money.

The Staffing Committee will also consider:

- 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:

- The 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.

Camborne Town Council operates a Return of Service agreement. Any employee undertaking post entry qualifications funded by the Council must be aware that, should they voluntarily leave Camborne Town Council's employment within two years of completing the qualification, they will be required to repay all 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 are 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 attendance is required, out of normal working hours, at a short course, a full day of paid leave will be granted. Members and staff attending approved short courses/ workshops/ residential weekend 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.

Linking with other Council Strategies and Policies

Camborne Town Council's training and development policy links with other Council strategies, policies and activities; notably

- Equality of opportunity in all aspects of Member and employee development;
- Quality Council status;
- Risk Management Policy; a commitment to Training and Development greatly assists in achieving good governance and an effective system of risk management.
- Health and Safety Policy; ongoing training and development is critical to ensuring a positive approach to Health and Safety is embedded throughout the Council.
- Continuing Professional Development;
- Continuous improvement;
- Services devolved from Cornwall Council.

Progress Reports

The Town Clerk will report annually to the Staffing Committee detailing training and development activities over the year, attendance and evaluation.