



EMERSONS GREEN TOWN COUNCIL

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# Training and Development Policy

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Next review date: January 2025 (*3 yearly review*)

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## 1. PURPOSE AND SCOPE

Emersons Green Town Council (EGTC) is an organisation in which learning is valued. Staff, councillors and volunteers will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential.

Developing staff and councillors develops expertise and improves the performance of the council.

EGTC is committed to providing training, learning and development opportunities that:

- Enable the Council to achieve its objectives
- Allow employees to develop their potential in line with the Council's objectives
- Are of a good quality which supports recruitment and retention of employees
- Give equal access to all

Training and Development is defined as follows:

- Training – an activity which better enables a person to do their job
- Development – designed to improve or stretch an individual's knowledge and skills. Aiding motivation, stimulating interest and maximising potential. Creating succession planning and a talent pool for the Councils future needs

## 2. IDENTIFYING, MEETING AND EVALUATING TRAINING AND DEVELOPMENT NEEDS

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal (Personal Development Plans)
- Personal Improvement Plans (in line with the Supporting Staff Performance Policy)
- Workforce planning
- Team meetings
- Annual plan
- Change processes
- Legislation
- Council action plans

In addition, the council will encourage staff to identify their own learning styles.

EGTC 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/training
- Work shadowing
- Time for self-directed research and learning
- Networking within the sector

Whilst third-party training providers exist, it is considered that those with relevant sector experience and knowledge are particularly able to meet the needs of EGTC as a local council. The following are training providers who may be particularly able to offer relevant training to the local council sector:

- Avon Local Councils Association (ALCA)
- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC)
- South Gloucestershire Council (SGC)

### **3. TOWN COUNCILLORS**

New councillors be issued with a “New Councillor’s Pack” (electronic format unless requested otherwise) when joining the Council which will include:

- EGTC Annual Report
- EGTC Action Plans/Strategy documentation
- EGTC Code of Conduct
- EGTC budget for the current year
- The most recent AGAR documentation
- EGTC Financial Regulations
- EGTC Standing Orders
- EGTC Committee Terms of Reference
- EGTC policies
- EGTC Meeting Dates
- The NALC Good Councillors Guide

All Councillors are be expected to participate in training, provided both in-house and by appropriate organisations, to enable them to fulfil specific roles more effectively.

All Councillors will be expected to participate in training which develops the scope of their roles within the council.

As a minimum, Councillors are expected to attend the Essential Councillor Course run by ALCA (Avon Local County Association of the National Association of Local Councils (NALC)) as soon as possible, and no later than 3 months from commencement in post (subject to training availability). This training must be repeated for each 4-year term in office.

Councillors are encouraged to attend other relevant training, such as:

- ALCA Finance for Councillors (Finance Committee members)
- ALCA Planning in Plain English (Planning Committee members)
- ALCA Chairing Meetings (Committee Chairs)

The Town Clerk will share known training opportunities with councillors. Where demand for particular training courses exceeds availability and/or budget, the Clerk will give due regard to training already received by councillors and need (based on the scope of their role within the council).

Councillors are expected to pass on information gained on training courses to other councillors. This may take the form of a short email summary, highlighting they key learning. This process can also be used to evaluate whether the training was beneficial to those taking part.

## 4. STAFF TRAINING

All Town Council staff will have:

- Clear and measurable objectives for their performance at work
- An Annual Appraisal/Review (and mid-year review) of their performance, role and training needs, which will result in a Personal Development Plan (PDP).
- A Council and Line Manager who are committed to staff development
- Paid release from work commitments in order to undertake relevant training
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control

New Town Council Staff will also receive:

- Emersons Green Town Council Policies & Procedures
- Induction training appropriate to their role

Mandatory training:

- All staff will be expected to undertake the following e-learning courses annually:
  - Health and Safety
  - Fire Safety
  - Display Screen Equipment (DSE) Workstation Assessment
  - GDPR training
  - Personal Safety Essentials (where lone working applies)
- Staff may be required to undertake First Aid training if there is an identified need
- The Clerk will be expected to hold (or be working towards) the Certificate in Local Council Administration and to acquire additional certificates as appropriate to the scope of his/her role as Proper Officer

Staff will also be offered any necessary training and development opportunities that may be identified under the Supporting Performance Policy.

### **SLCC Continuous Professional Development Scheme (CPD):**

CPD activities make sure that clerks have up-to-date knowledge and skills and facilitate the development of innovative ideas for application in the workplace. All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. EGTC commits to supporting the Clerk in achieving the required CPD points under the SLCC CPD scheme.

All council employees should be encouraged to take part in appropriate CPD with a view to adding value and potential succession planning. This will include the opportunity to study for ILCA (Introduction to Local Council Administration), FILCA (Financial Introduction to Local Council Administration) and CiLCA where identified in the individual's PDP.

## 5. VOLUNTEERS

Volunteers who are acting on behalf of the council, will be given the necessary training to conduct their roles safely. This is likely to involve direction by EGTC Officers. Volunteers, and the person giving the training, will be required to sign to certify that the relevant training has been given.

## **6. STUDY LEAVE**

The provisions for study leave where a member of staff is working towards a recognised qualification (e.g. CiLCA) that is an essential requirement of the job are detailed in the EGTC Staff Leave Policy. Study Leave for non-essential qualifications may be granted, where the qualification is identified in the individual's PDP, at the discretion of the Line Manager.

For training courses, staff will be granted time off work to attend the training sessions. If the sessions take place out of normal working hours, TOIL (Time Off In Lieu) may be claimed, in line with the provisions of the EGTC Staff Leave Policy.

## **7. FUNDING**

The costs of all agreed short training courses will be covered by EGTC.

Professional qualifications and development that are a requirement of the role, or identified as a business need, will be funded by EGTC.

Professional qualifications that are not a requirement of the role, or business need, but represent reasonable investment in staff and Town Council skills, may be funded, either fully or in part, at the discretion of the Personnel Committee.

## **8. TRAINING AND DEVELOPMENT BUDGET**

1.1 A realistic budget, related to the number of councillors and staff and identified training needs, will be agreed by EGTC as part of the annual budget setting process.

1.2 This budget will be allocated in the spirit of equality of opportunity and in consideration of training and development priorities for individual Councillors and Staff.

1.3 The Clerk will have delegated authority for the training allocation, up to the annual training budget amount, and will ensure that the budget is split fairly amongst members and staff, directed by need. Training for the Clerk must be authorised by the Chairman of the Personnel Committee or the Chairman of the Town Council, within budget.

1.4 The Council will meet all required annual subscriptions which will enable both Councillors and Staff, including the Clerk, to take advantage of training courses and conferences. This will include NALC membership and SLCC membership for the Clerk.

- END OF POLICY –

### **Related policies:**

EGTC Appraisal Policy

EGTC Staff Leave Policy

EGTC Supporting Staff Performance Policy (in DRAFT at time of writing)