



# PORTISHEAD TOWN COUNCIL

## TRAINING & DEVELOPMENT POLICY

Portishead Town council is committed to the ongoing training and development of members of staff and Councillors, to enable them to be suitably knowledgeable and skilled to carry out their role and make the most effective contribution in providing the highest quality representation/services for the people of the town.

### 1. PURPOSE AND SCOPE

1.1 The Council recognises that its most important resource are its people and this policy aims to ensure that the Council provides staff and Councillors with a clear and robust procedure for training and development.

1.2 Some training is necessary to ensure compliance to legal and statutory requirements for example:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from the member of staff or elected Member
- Devolved service or delivery of new service

1.3 The training and development policy applies to all paid members of staff and Councillors.

1.4 Training and development needs can be met in a number of possible ways:

- Formal external training
- Internal training
- Distant learning
- Online/webinars
- Shadowing
- Mentoring
- Self-directed study – e.g. books, manuals and online information
- Team meetings (4 per annum)
- Conferences, forums and workshops

### 2. AIMS OF THE POLICY

2.1 To ensure that all staff and Councillors are supported and enabled to meet the changing demands of the organisation and its service users.

- 2.2 Facilitate all staff and Councillors development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- 2.3 Provide a working environment where continuous learning and development takes place that helps staff and Councillors to gain more enjoyment from their roles, increase motivation and enhance staff retention.

### **3. PROCESS**

#### **Staff**

- 3.1 Induction training will be provided to every member of staff as soon as possible after they have joined the council;
- 3.2 Staff will be encouraged to attend relevant training events, particularly those that update legislation and new practices;
- 3.3 The Council encourages staff to make suggestions on how they would like to achieve additional relevant qualifications and every effort will be made to support them in achieving this;
- 3.4 Staff appraisals are held every 12 months and include identifying training and development needs;
- 3.5 Employees are required to provide feedback on the quality and value of any training they undertake.

#### **Councillors**

- 3.6 New Councillors will be provided with induction training which will include:
  - Role of councillor and officers on the Council
  - Structure of the Council
  - Legal aspects of the Council
  - Standing orders and Financial Regulations
  - Health & Safety
  - Code of Conduct
  - A Councillors Handbook will be provided
- 3.7 Councillors will be encouraged to attend relevant training events organised by National Association of Local Councils (NALC) via Avon Local Councils Association (ALCA) to further develop their skills;
- 3.8 Councillors who are appointed to a Chairman position will be supported and encouraged to attend appropriate training to enable them to become effective in carrying out the role;
- 3.9 Councillors who become members of the Planning & Regulatory Committee are encouraged to undertake regular training on planning matters and attend Development Control Workshops provided by North Somerset Council.

- 3.10 Councillors are required to provide feedback on the quality and value of any training they undertake.

### **Financial Assistance**

- 3.11 All requests to attend training must be made to the Town Clerk in the first instance. If the Town Clerk requires training or development which has a financial implication on the Council, they will discuss the need to attend with the Chairman prior to attendance
- 3.12 Each request will be considered on an individual basis and the benefits to the individual and the Council will be considered;
- 3.13 Members and staff attending approved short course/workshops/residential weekends can expect the following to be paid:
- The course fee (to be invoiced to the Town Council)
  - Examination fee
  - Associated membership fees
  - Travelling expenses in accordance with the Council current guidelines
  - Subsistence in accordance with the Council's current guidelines
- 3.14 Failure to sit an examination may result in the Council withdrawing further course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis;
- 3.15 In order to best ensure cost effectiveness, Members and staff will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Staffing and Finance Committee.
- 3.16 The Training & Development Budget is set annually by the Town Council. All training and development expenditure must be within this budget.

## **4. RECORDING, MONITORING & EVALUATING LEARNING**

- 4.1 The Town Clerk is responsible for ensuring that records of all training undertaken by employees and Councillors will be kept and maintained and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

*Oct 2018  
Review in 1 year*