



# Penrith Town Council

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## TRAINING POLICY

### Law

National Joint Council ("Green Book") Provisions the Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3.

Employees attending or undertaking required training are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising.

Employees are also entitled to paid leave for the purpose of sitting for required examinations.

When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

### Purpose

The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as effectively as possible. It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic priorities efficiently.

The Council is committed to the provision of training and development for all employees to help raise the Council's overall performance. One salary point will be added to an employees salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification
- Certificate of Higher Education in Community Engagement and Governance or equivalent qualification
- Diploma in Higher Education in Community Engagement and Governance or equivalent qualification
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification

The training and development policy is aligned with the Council's overall priorities and objectives and gives due regard to the personal development needs of individuals.

Training and development forms part of the overall performance management of the Council. The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including Eden District Council, Society of Local Council Clerks, National Association of Local Councils and the Cumbria Association of Local Councils.

## **Scope**

The Council will:

- Review its organisational plan regularly to ensure that training and development needs are assessed and sufficient resources are provided to meet these needs;
- Provide information about training courses, induction programmes and development opportunities to all staff;
- Comply with Equal Opportunities and other council policies when assessing training and development needs;
- Ensure each employee receives annual appraisals, feedback and assessment of personal development needs from their manager;
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent.
- Provide all employees will have a personal development plan as part of the appraisal or performance review system, which will identify skills and knowledge development needs for each individual.

Encourage employees to take responsibility for their personal development in

## **Councillors training**

As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. Accordingly, the training budget is also to be used for Councillors training. All Councillors are offered the opportunity to attend all relevant training courses offered by the various service providers. It is essential that councillors are equipped to make informed decisions and receive training to support their participation in committees. It is a mandatory requirement of the Council that all members attend training for:

- Code of Conduct
- And mandatory training for committees
- Planning
  - Local Council Finance
  -
- And mandatory training
- New Councillors
  - New chairs

Failure to attend the mandatory training sessions will result in expulsion from committee terms of identifying appropriate external courses and training.

## **Procedure staff**

1. Each member of staff is interviewed by way of a staff appraisal once a year. During this appraisal training needs are discussed.
2. To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Town Clerk or their line manager of any areas of work in which they feel they require training.
3. Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.
4. The Council has set aside a specific budget for staff training
5. Applications for training and development will be identified via the appraisal system and duly authorised, and fall within the Council budget.
6. Reasonable time off will be agreed to enable the employee to complete any formal/required training courses, although this can remain at the discretion of the Town Clerk.
7. Consideration will be given to travel time when attending courses away from the normal place of work as this will also count as working time.
8. Travel that exceeds the employee's normal distance to work will be reimbursed and reasonable expenses will be reimbursed as recorded in the Green Book.

## **Training course feedback**

In order to evaluate training, employees and Members are required to evaluate how successful and appropriate the training has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money. Staff and Members are required to produce a brief report on the training course attended, this should include:

- a. what they have learned from the training
- b. how this relates to the Council's priorities
- c. what the Town Council learning and information can the Council implement
- d. is additional training required
- e. are their organisational changes that need to be made as a result of gaining the information
- f. could the training be beneficial to anyone else at the council

Reports will be added as an agenda item and discussed at appropriate meetings.

**Approved: May 2017**

**Review: ANNUAL**