



Penrith Town Council

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Training Policy

Purpose

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and councillors. It applies to all staff whether full or part time, temporary or fixed term.

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 and to help raise the Council's overall performance.

One salary point will be added to an employee's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- Introduction to Local Council Administration
- Financial Introduction to Local Council Administration
- ILCA to CiLCA Knowledge Training
- Certificate in Local Council Administration
- Community Governance – levels 4,5 and 6
- MA Public Leadership and Management
- ILM Certificate in Coaching and Mentoring
- ILM level 5 Diploma in Coaching and Mentoring
- ILM level 5 Diploma in Leadership and Management

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.

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 performance reviews, feedback, and assessment of personal development needs.
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent.
- Support the development of personal development plans as part of performance review, which will identify skills and knowledge development needs for each individual.

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
- Performance review
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the Council will encourage 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, DVDs etc.)
- In house training
- Work shadowing

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the Council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Required

Required training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Council makes it a required requirement. Any required training or qualifications are to be stated on the job description. For required qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes required for the role, the Council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some required training may be specific to a particular job role whilst other training may be a generic requirement. Examples of required training include:

- Certificate in Local Council Administration (CiLCA), Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description. For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the Council. Examples may include:

Job specific

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment), Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the Council. Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'. These may include:

Job specific

- Using coaching techniques, allotment management, a guide to appraisal, how to organise a safe and successful community event, quotes, tenders, and contract management

4. Guidance for Support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations, and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the Council.

The Council reserves the right to reclaim financial support where the employee:

- Leaves the Council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training.
- Fails to attend training without good reason.

5. Study leave

Where an individual requires study leave to undertake Required training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study, which is not Required but part of the individual's formal continuous professional development, the Council, will contribute up to 100% of study leave time, to a maximum of 24 days per annum.

Where individuals require study leave to undertake training, which is not Required but part of the individual's desire for career development, the Council, will contribute up to 12 days study leave per annum for courses, which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to complete and submit the Training Request Form to the Town Clerk setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the Clerk will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.

6. 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:

- What they have learned from the training and how this relates to the Council's priorities
- Is additional training required
- Are there any organisational changes that need to be made as a result of gaining the information
- Could the training be beneficial to anyone else at the Council

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

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.

7. Councillors training

All Councillors are offered the opportunity to attend all relevant training courses as it is essential that Councillors are equipped to make informed decisions and receive training to support their participation in committees and Full Council.

All members and co-opted members have equality of access to a programme of training provided by NALC, CALC and SLCC and approved external providers.

Members take responsibility for their own development needs and fully participate in training and development activities. The Town Clerk provides information on training and development activities, which is communicated in such a way as to give sufficient notice to attend.

All Members are offered a Personal Development Plan with the aim of identifying and prioritising training and development needs when they commence in the role.

Evaluation and feedback relating to development activities are effectively monitored and reviewed so that future provision of training and development remains relevant and to a high standard.

Members will be encouraged to share their knowledge and expertise with fellow members, where appropriate, by:

- Leading workshops.
- Supporting newly elected mentors (buddying)

Officers will support training and development by:

- Providing the main support and source of information for all Councillor training and development, ensuring that all members are clearly aware of training and development opportunities in good time.
- Providing 1-2-1 support to newly elected members as part of their planned induction programme.
- Devising and delivering in consultation with a programme of induction training for new Councillors.
- Provide administrative support for all training and including communication with Members and provision of feedback to providers.
- Managing the member training budget.

Whether delivered through the Council's internal expertise or through specialist external training providers, access to training will be offered as follows:

- Core induction programme courses – Required and committee specific
- In-house briefings and workshops
- External conferences and seminars
- Written learning materials
- Peer mentors, political group/officer buddying
- E-Learning packages
- Study visits to other Councils or relevant partners
- Targeted training for newly elected Members
- Shadowing opportunities
- Sharing knowledge with other elected and co-opted Members
- Leadership development opportunities, and chairmanship

8. Required Training for both Councillors and staff

Required training applies to both councillors and staff for:

- GDPR and Privacy
- Carbon Literacy
- Code of Conduct
- Civility and Respect– various training
- Respectful Social Media — How to deal with attacks and negative engagement by Breakthrough Communications

Required training for committee membership for Councillors:

- Planning
- Local Council Finance

Required training for Chairs with no experience of chairing meetings:

- New chairman training offered by CALC

Councillors are offered up to six months in post to attend the required training on offer. Failure of Councillors to attend the required training sessions would be taken to Full Council and may result in expulsion from committees.

Staff are offered up to six months in post to attend the required training on offer. Failure of staff to attend required training may be raised as a disciplinary matter.

9. Desirable training for both Councillors and Staff

- Uncovering the issues for the public sector
- What makes people become challenging
- Personal resilience and self-protection
- Understanding psychopathic and narcissistic behaviour

Training Policy

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Council**

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