

TORPOINT TOWN COUNCIL



TRAINING / LEARNING AND DEVELOPMENT POLICY

RENEWAL DATE: - March 2024

NEXT REVIEW DATE: - March 2026

Reviewing Body: - Personnel Committee

1. Introduction

Torpoint Town Council is committed to the ongoing training and development of all employees, members and volunteers, to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the community of the town and also the councillors' personnel development.

2. Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff/volunteer learning will reflect many of the above.

3. Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff and volunteers to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)
 - Ensure the Council is successful in obtaining LCAS Quality Parish Status – Foundation Award has been achieved in January 2024, this Council's aim is to achieve Gold Status.

4. Identification and Record of Training

Employees will be asked to identify their development needs with advice from their Line Manager principally during their annual appraisal and during formal and informal discussions thereafter. A record of all training undertaken by employees, members and volunteers will be kept in the training log.

4.1 Staff Training

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All office / library and community hub based staff and volunteers are encouraged to undertake the following, for which the Council will provide financial support: 1. Manual Handling training 2. Emergency First Aid at Work Certificate 3. Equality, Diversity and Inclusion training 4. Safeguarding training	On-going
All office based staff encouraged to read regular publications and update from internet Websites: SLCC The Clerk NALC	Monthly
All staff are encouraged to attend training relevant to their position	On-going

4.2 Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff	Annually
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4.3 Councillors' Training

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections. The Induction Pack will include the Meetings Schedule.	Every 4 years
All Councillors are encouraged to complete a skills audit to identify training needs	On Election or Co-Option to Office
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 7b). Refresher training is not required, until commencement of a new Election to Office.	On Election or Co-Option to Office & then at the commencement of a new term of Office.

All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
Councillors elected to the Committee available to serve Disciplinary & Grievance Committee must attend training unless they are already qualified in the subject	On election to the Committee and as and when required
All Councillors must read the following: Standing Orders, Financial Regulations and the accompanying Best Value Statement and are encouraged to read the following publications, The Parish Councillors Guide (Paul Clayden), Local Council Finance and Governance & Accountability (published by NALC).	On Election or Co-Option to Office
All Councillors are encouraged to undertake Equality, Diversity and Inclusion training, also Safeguarding training.	On Election or Co-Option to Office & then at the commencement of a new term of Office

4.4 Volunteers Training

All new Volunteers to take Induction Training	Within 2 weeks of commencement of volunteering
All Volunteers are encouraged to undertake Equality, Diversity and Inclusion training, also Safeguarding training.	When training available after commencement of volunteering plus when refresher training provided

5. Financial Assistance

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis, the benefits to the individual and the Council will be identified, along with the most economic and effective means of training.

Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within two years of completion and award of the qualification, then the employee will be required to repay all costs associated with the undertaking of such training. The Council may consider each case on merit depending on the exit interview and the destination of each employee.

6. Study Leave

Employees who are given approval to undertake external qualifications may be granted reasonable study leave to attend day-release courses, time to sit examinations. Provision of study time must be agreed with the Line Manager prior to the course being undertaken.

7. Short Courses/Workshops/Residential Weekends

Where attendance is required at a short course, time off in lieu or overtime will be granted to employees, if appropriate.

Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid: - the course fee, travelling expenses in accordance with the Council's current policy and subsistence in accordance with the Council's current policy.