

# SCLEDDAU COMMUNITY COUNCIL TRAINING & DEVELOPMENT POLICY

Adopted [date]

Scleddau Community Council is committed to the ongoing training and development of all Councillors and employees. The Council wants to ensure that staff and Members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of new legalisation.

The purpose of this policy is to encourage Members and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and to ensure that all training is evaluated to assess its value.

The Council will commit to:

- Develop employees and Members to achieve the objectives of the Community Council
- Regularly review the needs of, and to plan training and development for employees and Members
- Regularly evaluate the investment in training and training budgets

## **Identification of Training Needs**

There are various circumstances in which training needs may arise such as:

- Induction training
- Legislative requirements i.e. first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/delivery of new services

## **Employees**

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee is in need of training, the line manager will discuss this with the employee.

Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

## **Members**

Members are expected to familiarise themselves with the Council's policies and procedures including Standing Orders and Financial Regulations. These are accessed via the Council's website.

If a Councillor feels they have a training need, they should discuss this in the first instance with the Clerk. The clerk will be able to assess the request and ascertain whether this is something that all Councillors may be interested in or benefit from undertaking.

## **Training Methods**

There are different ways in which training and development can be achieved:

- Internally - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation.
- Partnership - The Council is often offered to attend training sessions being organized by Pembrokeshire County Council.
- Day Workshops/Seminars - When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant
- Conferences - Details of conferences are shared with employees and Councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend.
- Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.

External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

### **Financial Implications**

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of Pembrokeshire may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

### *Recouping Costs*

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

### **Time Off Work**

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences, the only exception here is with NVQ qualifications for trainees sponsored by the Council or which paid leave from work will be granted, provided this is approved in advance by the Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

### **Evaluation**

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk.

The completion of these forms will also help assess whether or not the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

**Record Keeping**

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.