

THORNBURY TOWN COUNCIL



Training and Development Policy

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1. PURPOSE AND SCOPE

Thornbury Town Council (TTC) is an organisation in which learning is valued. Staff, councillors and volunteers will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential.

Developing staff and councillors develops expertise and improves the performance of the council.

TTC is committed to providing training, learning and development opportunities that:

- Enable the Council to achieve its objectives
- Allow employees to develop their potential in line with the Council's objectives
- Are of a good quality which supports recruitment and retention of employees
- Give equal access to all

Training and Development is defined as follows:

- **Training** – an activity which better enables a person to do their job
- **Development** – designed to improve or stretch an individual's knowledge and skills. Aiding motivation, stimulating interest and maximising potential. Creating succession planning and a talent pool for the Council's future needs

2. 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
- Appraisal (Personal Development Plans)
- Personal Improvement Plans (in line with the Supporting Staff Performance Policy)
- Workforce planning
- Team meetings
- Annual plan
- Change processes
- Legislation
- Council action plans

In addition, the council will encourage staff to identify their own learning styles.

TTC 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/training
- Work shadowing
- Time for self-directed research and learning
- Networking within the sector

Whilst third-party training providers exist, it is considered that those with relevant sector experience and knowledge are particularly able to meet the needs of TTC as a local council. The following are training providers who may be particularly able to offer relevant training to the local council sector:

- Avon Local Councils Association (ALCA)
- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC)
- South Gloucestershire Council (SGC)

3. TOWN COUNCILLORS

New councillors be issued with a “New Councillor’s Pack” (electronic format unless requested otherwise) when joining the Council which will include:

- TTC Annual Report
- TTC Action Plans/Strategy documentation
- TTC Code of Conduct
- TTC budget for the current year
- The most recent AGAR documentation
- TTC Financial Regulations
- TTC Standing Orders
- TTC Committee Terms of Reference
- TTC policies
- TTC Meeting Dates
- The NALC Good Councillors Guide

All Councillors are expected to participate in training, provided both in-house and by appropriate organisations, to enable them to fulfil specific roles more effectively.

All Councillors will be expected to participate in training which develops the scope of their roles within the council.

As a minimum, Councillors are expected to attend the Essential Councillor Course run by ALCA (Avon Local County Association of the National Association of Local Councils (NALC)) as soon as possible, and no later than 3 months from commencement in post (subject to training availability). This training must be repeated, as a minimum, for each 4-year term in office.

Councillors are encouraged to attend other relevant training, such as:

- ALCA Finance for Councillors (Finance and Policy Committee members)
- ALCA Planning in Plain English (Planning Committee members)
- ALCA Chairing Meetings (Committee Chairs)

The Town Clerk will share known training opportunities with councillors. Where demand for particular training courses exceeds availability and/or budget, the Clerk will give due regard to training already received by councillors and need (based on the scope of their role within the council).

Councillors are expected to pass on information gained on training courses to other councillors. This may take the form of a short email summary, highlighting their key learning. This process can also be used to evaluate whether the training was beneficial to those taking part.

4. STAFF TRAINING AND DEVELOPMENT

All Town Council staff will have:

- Clear and measurable (SMART) objectives for their performance at work
- An Annual Appraisal/Review (and mid-year review) of their performance, role and training needs, which will include consideration of a Personal Development Plan (PDP), outlining additional training or development requirements.
- A Council and Line Manager who are committed to staff development
- Paid release from work commitments in order to undertake relevant training
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control

New Town Council Staff will also receive:

- Thornbury Town Council Policies & Procedures
- Induction training appropriate to their role

Training is defined as a short course (face-to-face or online) designed to satisfy a specific need/training need.

Continuous Professional Development (CPD) includes qualifications, training programmes over a longer period or professional development activities (seminars, workshops, conferences) which involve a wider and continuous improvement in knowledge and experience.

Staff Training

Mandatory staff training is set out at APPENDIX 1. This training must be completed on a regular basis and it is the responsibility of the member of staff to ensure their mandatory training is up-to-date. This will be monitored through the Appraisal process.

In addition to mandatory staff training:

- Staff may be required to undertake First Aid training and defibrillator training to meet identified need.
- The Clerk is required to hold (or be working towards) the Certificate in Local Council Administration and to acquire additional certificates as appropriate to the scope of his/her role as Proper Officer.
- Staff will also be offered any necessary training and development opportunities that may be identified under the Performance Improvement Procedure as detailed in the Staff Handbook.
- Role specific training courses may be identified through the Appraisal process or as requirement arises throughout the course of the year. This may apply, for example, where gaps in knowledge are identified, where new processes are introduced, or where new equipment or machinery is introduced.

Continuous Professional Development (CPD):

CPD activities make sure that staff have up-to-date knowledge and skills and facilitate the development of innovative ideas for application in the workplace.

All council employees should be encouraged to take part in appropriate CPD with a view to adding value and potential succession planning. This will include the opportunity to study for ILCA (Introduction to Local Council Administration), FILCA (Financial Introduction to Local Council Administration) and CiLCA where identified in the individual's PDP. For site staff this may include, for example, IOSH Managing Safely.

In order to be agreed CPD must meet the needs of or provide justified benefit to Town Council operations.

Low value CPD in the form of attendance at seminars, conferences, workshops may be authorised by the Town Clerk. Non-essential CPD requests that are higher cost, or involve a longer-term study programme, must be approved by the Staffing Committee.

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 SLCC CPD Scheme points in the 12 months immediately preceding the council's application for an award. TTC commits to supporting the Clerk in achieving the required CPD points under the SLCC CPD scheme.

5. VOLUNTEERS

Volunteers who are acting on behalf of the council, will be given the necessary training to conduct their roles safely. This is likely to involve direction by TTC Officers. Volunteers, and the person giving the training, will be required to sign to certify that the relevant training has been delivered.

6. STUDY LEAVE

For training courses, staff will be granted time off work to attend the training sessions. If the sessions take place out of normal working hours, TOIL (Time Off In Lieu) may be taken at a time agreed with the line manager.

Where the council agrees to fund a CPD that is an essential requirement of the job (e.g. CiLCA), study leave will be granted, in addition to time off granted to attend tutor/instructor led training sessions. This is to allow members of staff to complete coursework or prepare for examinations. As a guide, it is suggested that this is around the equivalent of 1/3 of the guided learning hours set for the qualification. The amount and timing of study leave must be agreed with the Town Clerk, who will consider:

- The team's workload
- The need for office or team cover

Study Leave for non-essential CPD may be granted, where the CPD is identified in the individual's PDP, at the discretion of the Staffing Committee. Any agreement will be documented in a Learning Agreement between the Town Council and member of staff.

7. FUNDING

The costs of all agreed short training courses will be covered by TTC.

CPD that is a requirement of the role, or identified as a business need, will be fully funded by TTC.

Professional qualifications that are not a requirement of the role, or identified business need, but represent reasonable investment in staff skills to the benefit of the Town Council may be funded, either fully or in part, at the discretion of the Staffing Committee.

Members of staff benefitting from TTC funded professional qualifications that are not a mandatory requirement of the role or as a result of business need will be required to sign a learning agreement. This will include provisions for paying back 50% of the cost if the member of staff leaves employment within 12 months of completing the qualification, or 25% of the cost if they leave employment within 24 months of completing the qualification.

8. TRAINING AND DEVELOPMENT BUDGET

- 1.1 A realistic budget, in relation to the number of councillors and staff, and taking into account any identified training needs, will be agreed as part of the annual budget setting process.
- 1.2 This budget will be allocated in the spirit of equality of opportunity and in consideration of training and development priorities for individual Councillors and Staff.
- 1.3 The Clerk will have delegated authority for the training allocation, up to the annual training budget amount, and will ensure that the budget is split fairly amongst members and staff, directed by need. Training for the Clerk must be authorised by the Chairman of the Staffing Committee or the Chairman of the Town Council, within budget.
- 1.4 The Council will meet all required annual subscriptions which will enable both Councillors and Staff, including the Clerk, to take advantage of training courses and conferences. This will include NALC membership and SLCC membership for the Clerk.

- END OF POLICY –

Related policies:

TTC Staff Handbook

TTC Appraisal Policy (in DRAFT at time of adoption)

APPENDIX 1: DRAFT Staff mandatory training matrix

MANDATORY/ DEVELOPMENTAL	COURSE - TOPIC	STAFF GROUP	Frequency
MANDATORY - staff group	Accident Reporting	All Staff	Three Yearly
MANDATORY - staff group	ALCA Basic Clerk	Clerk	One off
MANDATORY - staff group	ALCA LCA 1 Course	Clerk	One Off
MANDATORY - staff group	ALCA LCA 2 Course	Clerk	One Off
MANDATORY - staff group	ALCA LCA 3 Course	Clerk	One Off
MANDATORY - staff group	ALCA Data Protection For Clerks and Officers Course or other GDPR training	All office staff	Three Yearly
MANDATORY - staff group	Asbestos Awareness	Site staff	Three yearly
MANDATORY - staff group	Asbestos information	All staff	Annual
MANDATORY - staff group	Cemetery Management ICCM - Course 1	Site staff	One off
MANDATORY - staff group	Cemetery Management ICCM - Course 2a	Site staff	One off
MANDATORY - staff group	Cemetery Grave Shoring	Site staff	Three Yearly
MANDATORY - staff group	CilCA Qualification	Clerk	One Off
MANDATORY - staff group	COSHH Awareness - (including cleaners if directly employed)	Site and cleaning team	Three Yearly
MANDATORY - staff group	Electrical Safety Awareness	Site staff	Three Yearly
MANDATORY - staff group	FIRE - Evacuation Chair Training	All office staff	Three Yearly
MANDATORY - staff group	FIRE - Safety Awareness	All staff	Annual
MANDATORY - staff group	FIRE - Practical Fire Warden (as defined by Fire Risk Assessment (FRA))	Nominated staff	Three Yearly
MANDATORY - staff group	FIRE - Hot Works Permit	Nominated member of staff	One Off
MANDATORY - staff group	First Aid - (1 Day) Emergency First Aid at Work (as defined by First Aid Needs Assess)	Nominated members of staff	Three Yearly
MANDATORY - staff group	First Aid - (3 Day) First Aid at Work (as defined by First Aid Needs Assessment)	Nominated members of staff	Three Yearly
MANDATORY - staff group	Health and Safety Awareness	All staff	Annual
MANDATORY - staff group	Health and Safety induction training	All staff	Induction
MANDATORY - staff group	IOSH Managing Safely (or 4-year refresher)	Site Manager, Facilities Officer & Clerk	4 years
MANDATORY - staff group	IOSH Working Safely	All site staff	4 years
MANDATORY - staff group	Legionella Awareness	All site staff	Three Yearly
MANDATORY - staff group	Legionella - Maintenance and Testing of Control Measures for Domestic Hot and Cold	Site Manager and/or Facilities Officer	
MANDATORY - staff group	Legionella Responsible Person	Site Manager and/or Facilities Officer	
MANDATORY - staff group	Manual Handling	All site staff	Annual
MANDATORY - staff group	Playground inspection	All site staff	Three Yearly
MANDATORY - staff group	Playground inspection- RPII Exam	Site Manager	Three Yearly
MANDATORY - staff group	PPE	All site staff	Three Yearly
MANDATORY - staff group	Risk Assessment (RA)	All staff	Three Yearly
MANDATORY - staff group	Working at Height Awareness/Ladder Safety/Stepladder Safety	All site staff	Three Yearly
MANDATORY - staff group	Ladder user	All site staff	Three Yearly
MANDATORY - staff group	Ladder Inspector	Nominated member of site team	Three Yearly
MANDATORY - activity	Chainsaw Maintenance and Occasional User- City & Guilds	Required for activity	One off
MANDATORY - activity	Display Screen Equipment (DSE) - if deemed 'a user'	Workstation users	Every 2 Years
MANDATORY - activity	Electrical - Portable Appliance Testing - if carrying out PAT for the Council	Required for activity	One off
MANDATORY - activity	Lone Working	All those who lone work	Three Yearly
MANDATORY - activity	Pesticides- Safe application level 2	Required for activity	One off
MANDATORY - activity	Vehicle- Fleming 12ft end tow ballast roller	Required for activity	One off
MANDATORY - activity	Vehicle- Lewis 320S Backhoe Familiarisation	Required for activity	One off
MANDATORY - activity	Vehicle- Quicke Q3S Loader Familiarisation	Required for activity	One off
MANDATORY - activity	Vehicle- New Holland T4030 Tractor Familiarisation	Required for activity	One off
MANDATORY - activity	Vehicle- Ransomes MP493 Wide Area Mower Familiarisation	Required for activity	One off
MANDATORY - activity	Vehicle Tractor - Operator Training on Loader and Back Hoe Removal	Required for activity	One off
MANDATORY - activity	Violence & Aggression (V&A) Personal Safety - Aggressive Customers	Required for activity	Three Yearly
MANDATORY - activity	Memorial Topple Testing Training	Required for activity	Five years
MANDATORY - activity	PASMA (scaffold)	Required for activity	Five years