

# PICKERING TOWN COUNCIL

## TRAINING AND DEVELOPMENT POLICY - STATEMENT OF INTENT

### 1. Introduction

This document forms the council's Training and Development Policy. It sets out:

- the council's commitment to training;
- training needs;
- the identification of training needs;
- resourcing training;
- measuring the impact of trained members and staff.;
- review of policy.

### 2. Commitment to training

The council is committed to maintaining the standards expected from a local council through identifying appropriate training needs and providing sufficient resources for its provision for both its members and its staff.

The council accepts the Chartered Institute of Personnel and Development's definition of training: "A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation".

The council recognises that its most important resource is its members and staff and is committed to encouraging both parties to improve their knowledge and understanding of local council work through further training. The council recognises the necessity of training given the requirement to comply with all legal and statutory requirements.

The council expects its staff to undertake a programme of continuing professional development in line with the requirements of their particular roles.

The council contracts out a number of services and will seek assurance from contractors that they and their operatives have the training appropriate to the tasks they are contracted to do.

The council commits itself to identifying the training needs of its members and employees on a regular basis and will make reasonable financial provision in its budget for training and development and take advantage of any relevant training provided freely by the principal authorities or other organisations.

### 3. Training needs

The council has a representational role and is responsible for the provision of a number of services and therefore acknowledges that it is important to train its members and its staff in order to fulfil those roles effectively and professionally. Training will primarily focus on specific topics and areas of work pertinent to local councils and will also encompass other relevant training that will benefit members and enhance the professional skills of staff. Training will include:

- in house provision,

### 3 cont.

- formal training courses provided either by professional bodies or the principal authorities,
- conferences – examples: the Society of Local Council Clerks’ annual regional conference, the North Yorkshire SLCC branch training days, and the Yorkshire Local Councils’ Associations’ (YLCA) training days.

## 4. Identifying training needs

### i) New councillors

The following points relate to elected, co-opted and appointed councillors.

- a) Each councillor will receive an information pack and guidance in understanding the contents from the clerk.
- b) After elections, new councillors will be encouraged to attend
  - a series of workshops run by the clerk based on the key themes in the ILCA course;
  - appropriate courses for new councillors run by YLCA.
- c) Co-opted and appointed councillors will be encouraged to attend appropriate courses for new councillors run by YLCA.
- d) New councillors will receive guidance on the form and content of meetings for three months after taking up their office.

### ii) Councillors

- a) Each councillor will
  - undertake an audit of his or her training needs every autumn,
  - review the extent of the success of any training undertaken during the period since the last audit.
- b) The clerk will analyse the audits and reviews and undertake a costing exercise to implement training needs which the Council will consider during the budget process.
- c) Town mayors designate will be encouraged to familiarise themselves with the NALC publication “Standing Orders and Chairmanship” and attend any training sessions offered by YLCA should their timing be appropriate.

### iii) New legislation and regulations

Councillors will be

- briefed, in the first instance, by the clerk,
- encouraged to read appropriate publications – for example, YLCA’s Advice Notes,
- encouraged to attend training sessions if this is thought to be required.

### iv) Staff

#### a) New staff

- The immediate training needs of a new appointment to be identified prior to job advertisement and interview and re-assessed and implemented once the appointment has been made.

**4iv)a) cont.**

- In addition, the clerk will be required to undertake the ILCA course and secure the Cilca qualification if he or she has not already gained these qualifications.
- Any other member of the office staff will be encouraged to undertake the ILCA course.

b) Existing staff

- The training needs of the staff will be identified through an annual appraisal.
- Any training requirements will be reported to the council, costed and prioritised in the context of the training budget.
- Should training be needed following the acquisition of equipment or should specialist knowledge be needed which was not apparent at the time of the appraisal then every effort will be made to secure that training as soon as possible.

**5. Resourcing training**

- a) The audit and appraisal processes will be undertaken and analysed before the budget process begins so that an estimate can be built into the budget.
- b) The council may have to prioritise types of training given the constraints of the budget.
- c) The council will pay
  - a subscription to the YLCA to benefit from any information from the organisation that may help in the training of its members in their roles and the role and work of the council,
  - the clerk's subscription to the Society of Local Council Clerks to enable him or her to benefit from any training provided by the Society and relevant to his or her professional development.
- d) The council will consider, during the budget process, on the advice of the clerk, any journals, guides, revisions to standard local council texts etc, which should be purchased during the forthcoming year.

**6. Measuring the impact of trained staff and members**

- i) The audit and appraisal system will enable, respectively, members and staff to analyse the benefits of any training undertaken during the course of the previous year.
- ii) Members have the opportunity at each meeting during Agenda item "Members' Reports" to comment on, and exchange views on, any training exercises that they have undertaken.

**7. Review of policy**

The policy will be reviewed at each annual meeting of the council.

