

Tiverton Town Council

Training & Development Policy

Policy Name	Training & Development	
Date	March 2022	
Policy Number	D1	
Version	2.0	
Approved by	Approved	
Author	Linzi Hubbard – Clerical Assistant	

1. Introduction

Tiverton Town Council is committed to the ongoing training and development of members of staff and elected members to enable them to make the most effective contribution in providing the highest quality representation and services for people of the town.

Dependant on the particular need the following is a list of possible ways in which the training or development needs could be met:

- Formal external training
- Internal training
- Distant learning
- On-line
- Shadowing
- Mentoring
- Reference book study

The training & development budget is set annually by the Finance & General Purposes Committee.

2. Purpose

The Council recognises that it's most important resource are its people and this policy aims to ensure that the Council provides staff and elected members with a clear and robust procedure for training and development.

Some training is necessary to ensure compliance to legal and statutory requirements.

3. Scope

The training and development policy applies to all paid members of staff and elected members.

For elected members, the Council adheres to the Local Government Association for the Member Development Charter & Charter Plus. The complete charter along with its elements and criterion is provided within the appendix of this policy document.

4. Process

4.1 Staff

- a. Induction training will be provided to every member of staff as soon as possible after they have joined the council;
- b. Staff will be encouraged to attend relevant training events, particularly those that update legislation and new practices;
- c. The Council encourages staff to make suggestions on how they would like to achieve additional relevant qualifications and every effort will be made to support them in achieving this;
- d. Staff appraisals are held every 12 months and include identifying training and development needs;
- e. Records of all training undertaken by employees will be kept in the personnel records of each member of staff;
- f. Employees are required to provide feedback on the quality and value of any training they undertake.

4.2 Elected Members

- a. New councillors will be provided with induction training which will include:
 - Role of councillor and officers on the Council
 - Structure of the Council
 - Legal aspects of the Council
 - Standing orders and financial regulations
 - Health & Safety
 - Code of Conduct
- b. All councillor training and development will be in accordance to The Member Development Charter & Charter Plus. See appendix 1.
- c. Councillors will be encouraged to attend relevant training events organised by Devon Association of Local Councils (DALC) to further develop their skills;

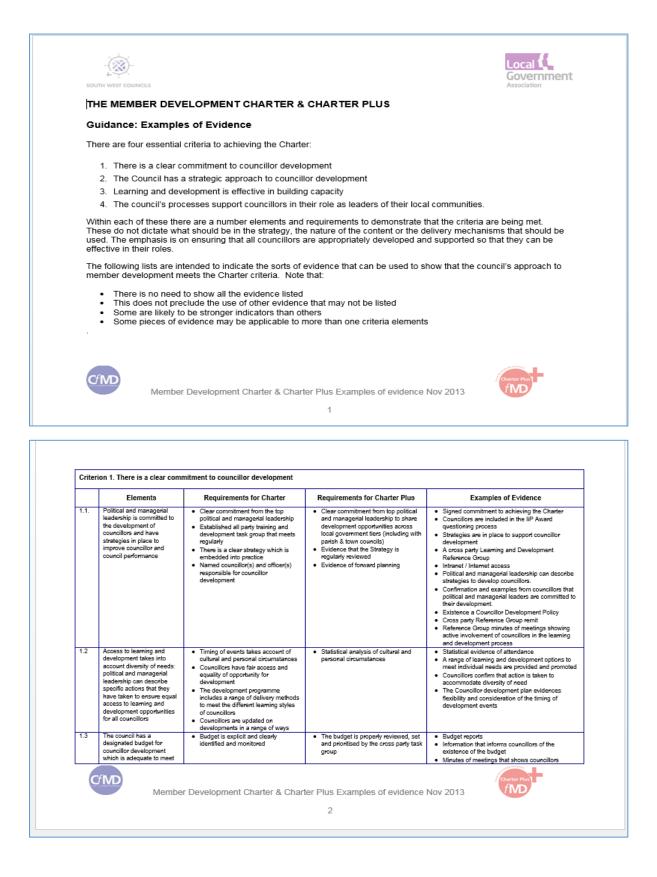
- d. Councillors who are appointed to a Chairman position will be supported and encouraged to attend appropriate training to enable them to become effective in carrying out the role;
- e. Councillors who become members of the Planning Committee are required to undertake regular training on planning matters and attend planning information sessions provided by the Planning Authority.

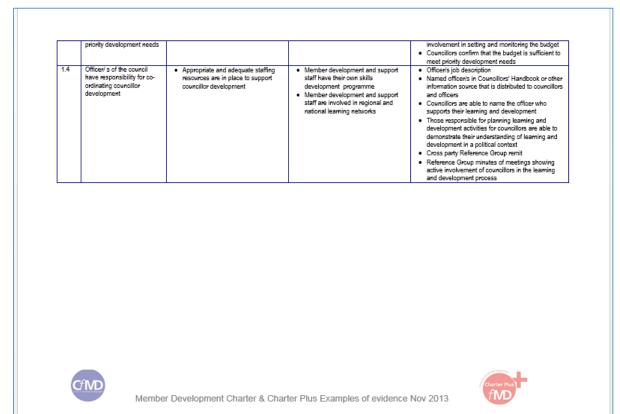
4.3 Financial Assistance

- a. All requests to attend training must be made to the Town Clerk in the first instance. If the Town Clerk requires training or development which has a financial implication on the Council, they will discuss the need to attend with the Mayor prior to attendance;
- b. Each request will be considered on an individual basis and the benefits to the individual and the Council will be considered;
- c. Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:
 - The course fee (usually invoiced after the event)
 - Examination fee
 - Associated membership fees
 - Travelling expenses in accordance with the Councils current policy
 - Subsistence in accordance with Councils current policy
- d. Failure to sit an examination may result in the Council withdrawing further course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis;
- e. In order to best ensure cost effectiveness, Members and staff will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Finance & General Purposes Committee.

Appendix

1. The Member Development Charter & Charter Plus





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	Elements	Requirements for Charter	Requirements for Charter Plus	Examples of Evidence
2.1	There is a written and up to date councillor learning and development strategy and Councillor induction and development and representative councillors are involved in its formulation, moritoring and evaluation (possibly through an established all party task group or other all party committee)	Decisions about member development are taken by some form of formally constituted body of councillors Strategy identifies priority development needs and makes stated and clear links with council's aims and objectives Clear induction process and training programme for all new councillors	 Evaluation feedback contributes to review and further development of the strategy 	Written strategy Minutes of meetings showing monitoring and evaluation of the strategy Councillor Reference Group can describe their involvement in formulating the strategy Overview and Scrutiny Review of the effectiveness of the strategy Those involved in formulating the strategy can demonstrate how it links to the corporate objectives and the rationale behind stated priorities Cross party Reference Group remit Reference Group minutes of meetings showing active involvement of councillors in the learning and devolument of councillors in the learning
2.2.	The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives.	 A process exists to identify individual development needs in the form of a Training Needs Analysis (TNA) or Personal Development Plans (PDPs) and is working effectively 	 All councillors are offered PDPs and more than half of councillors take them up. Council has a process for diagnostic reviews (e.g. 360 degree reviews or appraisal process) to reflect on sterengths and to support progression. 	Councillor role descriptions Implementation of the political skills framework Extracts from the constitution outlining councillor roles and responsibilities Councillors can describe how they contribute to the work of the council and their local community
2.3	The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives.	 Councillors demonstrate an understanding of the skills and knowledge required in their ward and council wide roles Councillor role descriptions exist and are maintained for all key roles including ward councillor Councillors are clear about what the council is trying to achieve and the part they play in this as councillors 	Role descriptions are used to help identify development needs Evidence that councillors are clear about The role of partner bodies The role of other stakeholders Their own role on partner bodies Their own role on partner bodies	System in place to identify individual needs Learning Styles Analysis Personal Development Plans 360 Degree Appraisals Training Needs Analysis Proforma. Councillors are able to describe how learning and development activities have helped them to carry out their role and contribute to the achievement o the councils objectives Individual Learning and Development Plans link with function and corporate objectives

The political and managerial leadership can examples of how they work together as a tea	
Councillor Learning and Development Plan links to council's clearly prioritises learning activities Plan Development Plan aims & objectives and the in accordance with the needs of the Prioritisation document	illor Learning and proment Plan inks to council's aims & objectives and the development of Councillors clearly prioritises learning activities in accordance with the needs of the corporate aims and objectives Plan Plan sing activities which together all learning velopment plans – uals, committees, all leadership and This plan is able to explain the e development of illors with the meds of the sources and he development of illors with the meds Plan Plan

	Elements	Requirements for Charter	Requirements for Charter Plus	Examples of Evidence
3.1	Investment in learning and development is periodically evaluated in terms of cost and benefits of councillor learning and Development and the impact that it has had on performance for the Councillor, the Council and the Community	 Evaluation strategy in place to analyse the effectiveness of councillor development activities Case studies of how learning and development has impacted on performance Political and managerial leadership display a good understanding of both the costs and benefits of development activities and are able to explain why their commitment to councillor development is worthwhile Councillors can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their various roles as an elected member 	 Analysis of costs and benefits from councillor training and development Some form of impact assessment at the community level exists and is used (e.g. by asking for feedback from partners) 	 Evaluation Strategy is in place and is effective Analysis of costs and benefits to the council from councillor learning and development. Case studies of how learning and development ha impacted on performance Minutes of meetings, focus groups, questionnaires interviews involving councillors evaluating the impr of their development on performance Political and managerial leadership display a good understanding of both the costs and benefits of development activities Political and managerial leadership can provide examples and anecdal evidence of impact benefit to support their commitment to councillor development.
3.2	Learning is shared with other councillors and where appropriate, with officers and stakeholders to encourage capacity building in the council and a learning organisation culture	 Knowledge is shared with their peers, officers and others 	 There is an effective process for disseminating, sharing and exchanging knowledge in place 	Examples of reports, biefing sessions, and information exchange systems used to capture an disseminate learning from learning activities Programmes of joint learning exchanges. Mentoring arrangements Hosting Case study visits Developing ocuncillor champions for topic areas. Councillors can give examples of how they have supported and learned from the development of others
3.3	The Council demonstrates a commitment to an effective councillor learning and	 Continuous improvement in the approach to developing people is demonstrated 	 Links to Evaluation Strategy – what does? Demonstrate that evaluation outcomes inform change and drive continuous innorvement 	 Written reviews of learning and development activities with recommendations for change Minutes of meetings, reports, personal statements providing examples of improvements to learning activities

development programme by implementing improvements to learning and development activities as they are identified	 A quality assurance process is in place 	Changes to crugoing programmes and rationale for the revisions made Councilions can describe what has been done to improve development activities where improvements were needed Quality assurance process in place and effective
CFMD		Charger Plan
Member Development	t Charter & Charter Plus Examples of evidenc	te Nov 2013

	Elements	Requirements for Charter	Requirements for Charter Plus	Examples of Evidence
4.1	The council actively encourages citizenship and publicises the role of councillors as community leaders as part of promoting local democracy and encouraging under represented groups to take up office	The council holds a range of events to encourage people to become community leaders Development activities are provided to support effective decision-making	The Council takes action to encourage people to become councillors, particularly from under-represented groups Council provides information on the electoral process The Council builds links with local businesses and employers to promote the role of the councillor Development activities are offered to support Councillors in	Local democracy week action plan, programme of activities and review Youth council Supports the LGA 'Be a Councillor' campaign Citizenship links with local schools, colleges and universities Presentations at community forum events, and targeting under-represented groups, to promote the role of councillors Open days and prospective councillor events Prospective councillor materials, nole descriptions – recontiment packs Top political and managerial leadership can demonstrate that action is taken to encourage people to become councillors, particularly form under- represented groups Briefings on topical issues around central government policy affecting community empowement and
	part in the debate /decision making process around increasing organisational effectiveness, providing challenge, leading local communities and places.	 and service improvement Councillors are developed and supported in their use of the interest and social media to effectively communicate and network with their communities Councillors are developed and supported in their community leadership role e.g. community leadership and engagement; networking; use of social media 	identifying appropriate funding streams available to councils/wards	 Prove the second second

