



BODMIN TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

1 Introduction

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

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2 Commitment to Training

2.1 Bodmin Town Council is committed to the ongoing training and development of all Councillors and employees 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 people of the town.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as:

"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."

2.3 Bodmin Town Council recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

2.5 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Bodmin Town Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued.

- 2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- 2.7 The process of development is as follows:
1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
 2. Planning and organising training to meet those specific needs.
 3. Designing and delivering the training.
 4. Evaluating the effectiveness of training.

3 The Identification of Training Needs

- 3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of both Members and staff may be recognised:
- Questionnaires
 - During interview
 - Following confirmation of appointment.
 - Formal and informal discussion
- 3.2 Other circumstances may present the need for training:
- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
 - Changes in legislation
 - Changes in systems
 - New or revised qualifications become available
 - Accidents
 - Professional error
 - Introduction of new equipment
 - New working methods and practices
 - Complaints to the Council
 - A request from a member of staff
 - Devolved services / delivery of new services
- 3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

4 Corporate Training

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5 Financial Assistance

- 5.1 It is important to note that all sponsored 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 and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Finance, Staffing and Performance Management Committee in the interest of operational effectiveness or Best Value.

- 5.2 Other considerations include the following:
- Implication of employee release for training course(s) on the operational capability of the council
 - The most economic and effective means of training
 - Provision and availability of training budget
- 5.3 For approved courses Members and employees can expect the following to be sponsored:
- The course fee
 - Examination fees
 - Associated membership fees
 - One payment to re-take a failed examination
- 5.4 Members and officers attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.
- 5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- 5.6 Bodmin Town Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave BTC employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.

If the employee takes up employment with another Local Authority an exemption to this clause may be granted.

6 Study Leave

- 6.1 Employees who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses
 - Time to sit examinations
 - Study time of one day per examination (to be discussed and agreed by line manager in advance)
 - Provision of study time must be agreed with the line manager prior to the course being undertaken.

7 Short Courses/Workshops/Residential Weekends

- 7.1 Where attendance is required at a short course, a full day of paid leave will be granted.

- 7.2 Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:
- The course fee (usually invoiced following the event)
 - Travelling expenses in accordance with the Council's current policy
 - Subsistence in accordance with the Council's current policy

8 Evaluation of Training

- 8.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- 8.2 As part of Bodmin Town Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

9 Linking with other Council Policies

How will this link to the Council's other policies?

- 9.1
- Equality of opportunity in all aspects of Member and officer development;
 - A 'Statement of Intent' on training for both Members and staff is a requirement for the Re-accreditation of Quality Council Status;
 - Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
 - Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
 - Undertaking training is a clear indication of Continuing Professional Development.
- 10 **Reporting on Progress** – The Town Clerk will report annually to the Finance, Staffing and Performance Management Committee, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

11 Conclusion

- 11.1 The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.

12 Alternative Formats

- 12.1 Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 74159 or e-mailing paul.ocallaghan@bodmin.gov.uk

12.2 The Council can also arrange to provide versions in other languages.

13 Freedom of Information

13.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.bodmin.gov.uk and copies of this document will be available for inspection on deposit in the Council Office.