

## Draft

# IVYBRIDGE TOWN COUNCIL

## TRAINING POLICY

### Introduction

Ivybridge Town Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new relevant legislation. In order to support this, sufficient funding is made available each year to enable staff and councillors to take part in training and conferences relevant to them.

Ivybridge Town Council employs staff in a wide ranging number of positions encompassing the Town Hall and the Watermark, and Parks Officers working offsite. The training needs therefore cover many different areas and impose additional training responsibilities on the Council in terms of managing the health, safety and welfare of its staff.

### Identifying Training Needs

The Town Clerk in consultation with the Watermark Manager and the Chairman of the Personnel Committee is responsible for assessing the training needs of staff and monitoring the budget. Staff training is identified both through the annual staff appraisal process and also where it becomes clear at any time that a member of staff would benefit from receiving additional training.

Training requirements for councillors will usually be identified by the Chairman of the Personnel Committee in conjunction with the Town Clerk through assessing individual councillor's needs.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Devon Association of Local Councils (DALC) to enable staff and councillors to take advantage of their training courses and conferences.

### Staff Training

The Town Clerk will be expected to undertake all relevant training courses whenever possible and other members of staff will be expected to undertake training which is relevant to their office.

Staff will be paid incidental expenses incurred when attending training courses including parking charges, mileage payments and food at lunchtime, if appropriate.

A number of staff will be designated as First Aider and they will receive the required specialist training every 3 years.

## **Councillor Training**

New councillors will be expected to undertake a New Councillor training course and any other induction meetings arranged by the Town Clerk or the Chairman of the Personnel Committee.

All councillors will also be expected to undertake relevant training courses arranged during their term of office and must provide feedback on those courses to gauge their relevance, content and effectiveness. All training presentation papers will be retained and may be used for in-house training and information sharing.

It will also be necessary to provide feedback on any conferences and workshops attended on behalf of the Town Council.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening will be considered, wherever possible, to enable all Councillors to attend.

## **Mentoring**

New councillors will be mentored by experienced councillors for a period not exceeding 12 months and may be for a shorter period if both the mentor and mentee agree.

## **Staff Induction Training**

All new staff will have an induction meeting with the Town Clerk to provide them with sufficient information to enable them to undertake their duties in accordance with Town Council policies, including health and safety.

An Induction Checklist is set out below which ensures that all relevant information is imparted to new staff. The Induction Checklist will form the basis of the Town Council's induction training which should be completed within the first week of any employment.

## New Starter Checklist

Employee Name: \_\_\_\_\_

Item	Person responsible	Date actioned/filed	Comments
Health questionnaire issued	Town Clerk		
Health questionnaire received	Town Clerk		
2 references sent for	Town Clerk		
2 references received	Town Clerk		
Proof of Identity received	Town Clerk		
Pension information and form issued – Not if casual	Senior Finance Officer		
Appointment letter issued	Town Clerk		
Appointment letter signed and returned	Town Clerk		
Contract issued	Town Clerk		
Staff Handbook issued	Town Clerk		
Driving Licence and Car Insurance documentation viewed / checked	Town Clerk		
New starter form and P45/P46 sent to SHDC Payroll	Senior Finance Officer		
Add to Spreadsheet	Senior Finance Officer		
Holiday Form Issued	Town Clerk		
Payroll file created in Town Hall	Senior Finance Officer		
Next of Kin / Emergency Contact details	Town Clerk		
Lone Working Training	Town Clerk		
PPE issued and signed for	Town Clerk		
Accident and near miss reporting	Assistant Town Clerk / Watermark Manager		

<b>Item</b>	<b>Person responsible</b>	<b>Date actioned/filed</b>	<b>Comments</b>
DSE assessment carried out	Assistant Town Clerk		
Staff organisation chart issued	Town Clerk		
Uniform issued	Assistant Town Clerk / Watermark Manager		
Fire/Emergency Evacuation procedures explained	Assistant Town Clerk		
Welfare / Rest Room facilities explained	Town Clerk		
Health & Safety Policy issued plus "pocket version" of HSE Employment Law Poster	Assistant Town Clerk		
Other relevant training required:	Assistant Town Clerk		
Keys issued and signed for:	Town Clerk		
Induction completed	Town Clerk		

Employee:

I confirm that I have provided all the information listed above and received all training detailed as required.

Signed

Date

Line manager

Date

Noted Town Clerk

Date