

# IVYBRIDGE TOWN COUNCIL

## TRAINING & DEVELOPMENT POLICY

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation”<sup>1</sup>

### 1. Introduction & commitment

- 1.1 Ivybridge Town Council aspires to be a first-class council. In order to achieve and maintain this level of performance, the council is committed to ensuring its staff and members are trained to the highest standard and kept up to date with all new relevant legislation.
- 1.2 The council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.
- 1.3 Ivybridge Town Council employs staff in a wide range and number of positions encompassing the Town hall and the Watermark, and Parks Officers working off site. 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.
- 1.4 The council values the time given by its members to their community, and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.
- 1.5 The Town Council will commit itself to the following:
  - To develop employees and members to achieve the objectives of the Town Council
  - To regularly review the needs of, and to plan training and development for employees and councillors
  - To regularly evaluate the investment in training and training budgets

### 2. Training aims

- 2.1 The council's training aims are:
  - To improve the understanding of its members, of their role as a local councillor, the powers available to the council and how best to utilise the resource available to the council for the betterment of the residents it serves
  - To provide the necessary training to its staff to ensure that they are able to undertake their respective roles
  - To ensure an acceptable level of succession planning in order to:
    - Ensure the council can operate effectively following local elections and potential changes to council membership
    - Ensure the council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover, etc)
    - Ensure the council is successful in obtaining Local Council Award accreditation

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<sup>1</sup> Society of Local Council Clerks

- 2.2 Training will:
- Enhance the performance of both staff and members
  - Widen skills and experience
  - Provide opportunities to network
  - Provide the skills to confront challenges
  - Encourage innovation
  - Raise the standards of the Town Council

### 3. Identification of training and development needs

- 3.1 Staff training needs may be identified through the annual appraisal process, or where it becomes clear that a member of staff would benefit from receiving additional training.
- 3.2 Training requirements for council members may be identified by the Council Chairman, Town Clerk, the member themselves, or by committee as relevant to the work of that committee.
- 3.3 Training needs may also be identified through the following:
- Questionnaires
  - During interview
  - Following confirmation of election/appointment
  - Formal and informal discussion
  - Changes in legislation or systems
  - Legislation requirements
  - New or revised qualifications become available
  - New working methods or practices
  - Devolved services/delivery of new services
  - As new training becomes available

### 4. Training solutions

- 4.1 Ivybridge Town Council will demonstrate a commitment to on-going training and development through the use of blended training solutions to suit the needs of staff and members. These solutions may include:
- In-house training events delivered by the Town Clerk, councillors or external support
  - External courses offered by the Devon Association of Local Councils (DALC), Society of Local Council Clerks (SLCC), principal authorities, external training providers and other external bodies
  - E-learning solutions
  - Conferences and seminars – whether in person or virtual
  - Information sharing meetings with other town councils, local authorities, partners and stakeholders

### 5. Training resources

- 5.1 Training and development will be achieved by ensuring sufficient funds are budgeted each year, as well as taking advantage of any relevant partnership or in-house provision available. All employees and members attending training may claim travel and subsistence expenses, as per Ivybridge Town Council policy in place at the time.
- 5.2 The Town Council will ensure that membership fees for DALC (including NALC<sup>2</sup>) and SLCC are included in the annual budget, and will consider applications from employees for membership of professional bodies.

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<sup>2</sup> NALC – National Association of Local Councils

- 5.3 The Town Council will grant paid time off work for work related training courses funded by the council, provided these are approved by the Town Clerk, through their line manager. Where a work-related training course or workshop falls on an employee's non-working day, time off in lieu may accrued for hours in attendance at the training. Where an employee requires time off work for a work-related exam or study leave prior to a work-related exam, the Town Clerk will be flexible when considering the request.

## 6. Training requirements

### 6.1 Staff

- 6.1.1 All new staff will have an induction meeting with the Town Clerk, or line manager if more appropriate, to provide them with sufficient information to enable them to undertake their duties in accordance with Town Council policies, including health and safety. A staff Induction Checklist is appended to this policy, and will form the basis of the Town Council's induction training. It should be completed within the first week of any employment.
- 6.1.2 An employee handbook shall be provided (or made available) to new members of staff, and contracts of employment and job descriptions will include details of the council's commitment to training.
- 6.1.3 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.
- 6.1.4 The Town Clerk is to hold CiLCA (Certificate in Local Council Administration) or equivalent, or is to commit to gaining the qualification within 6 months of appointment. The Town Clerk is to be a member of the SLCC, and training provided is to be no less than the minimum requirement of Continuous Professional Development.
- 6.1.5 All office-based staff are encouraged to undertake Working with your Council, CiLCA, FiLCA (Financial Introduction to Local Council Administration), as relevant to their positions.
- 6.1.6 All staff are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the council, and ensuring that all relevant legislation requirements are met.

### 6.2 Councillors

- 6.2.1 A members folder will be provided for all newly elected/co-opted members, setting out the Town Council's policies and procedures.
- 6.2.2 As soon as practicable after joining the council, a new councillor will be expected to attend an induction training session with the Town Clerk to familiarise him or herself with the general work of the council and the council's procedures. In an election year, this may be conducted as a group session before the first meeting of the council is undertaken. This will include a briefing on the code of conduct, standing orders and financial regulations. New members should also attend a DALC new councillor training course at a time that is convenient for them.
- 6.2.3 New councillors will be offered a mentor, who will be an experienced councillor for a period not exceeding 12 months, and may be for a shorter period if both mentor and mentee agree. A mentor will be an established town council member. And should the Town Clerk feel that another member might be more appropriate as a mentor to a new councillor, where they may be better matched, then with the agreement of that member, they shall be designated as new councillor mentor for that new member. See council's adopted Mentoring Policy.
- 6.2.4 All councillors are encouraged to read the following publications: The Good Councillors Guide, JPAG Governance & Accountability Practitioners' Guide.

6.2.5 Councillors are encouraged to complete a skills audit, annually, to identify their own training needs. Members who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office, which will be booked by the Town Clerk.

6.2.6 All councillors will 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 future in-house training and information sharing. Any identified training requirement shall be investigated by the Town Clerk, who will ensure that it is relevant, there is sufficient budget and shall make all training bookings.

6.2.7 All members appointed as Chairman or Vice-Chairman will be expected to attend a chairmanship training course within 6 months of their appointment (if they have not previously completed the training).

6.2.8 Members of the Planning & Infrastructure Committee are encouraged to undertake planning training. Similarly, members of the Policy & Resources Committee are encouraged to undertake financial management for councillors training.

6.2.9 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.

## 7. Measuring and recording

7.1 Councillors attending training courses, seminars or conferences on behalf of council will be required to provide feedback and share any reports provided.

7.2 Each employee and councillor has a training log which is held securely by the Town Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Town Clerk to be held with these records. These records will be held in accordance with the council's Data Retention Policy.

7.3 The impact of training will be measured through the council's service delivery. Well trained members and staff will see the benefits through its successes such as:

- Well run council meetings
- Professional and relevant responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well managed grounds and properties
- Heightened awareness of health and safety issues
- Professional conduct of staff and members
- Qualification for the use of General Power of Competence
- Obtaining/retaining Local Council Award accreditation

## 8. Policy review

8.1 This Training and Development Policy will be reviewed annually, or when there are changes to relevant legislation.

## 9. Alternative formats

9.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office [townhall@ivybridge.gov.uk](mailto:townhall@ivybridge.gov.uk)

# APPENDIX

## NEW STARTER (EMPLOYEE) 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		
Appointment letter issued	Town Clerk		
Appointment letter signed and returned	Town Clerk		
Contract issued	Town Clerk		
Explanation of pension scheme auto-enrolment	Town Clerk/Senior Finance Officer		
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 staff spreadsheet	Senior Finance Officer		
Leave record created	Town Clerk		
Payroll file created	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 Clerk/Watermark Manager		
DSE assessment carried out	Assistant Clerk		

Staff organisation chart issued	Town Clerk		
Uniform issued	Assistant Clerk/Watermark Manager		
Fire/emergency evacuation procedures explained	Assistant Clerk		
Welfare/Rest room facilities explained	Town Clerk		
Health & Safety Policy issued plus 'pocket version' of HSE Employment Law poster	Assistant Clerk		
Other relevant training required	Town Clerk/Assistant Clerk/Watermark Manager		
Keys issued and signed for	Town Clerk		
Induction completed	Town Clerk		

Employee name:

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

Signed

*Line Manager/Person Responsible*

Dated

Noted

*Town Clerk*

Dated