

BISHTON COMMUNITY COUNCIL

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TRAINING AND DEVELOPMENT POLICY

1 Introduction

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

- a) The Council's commitment to training
- b) The identification of training needs
- c) Corporate Training Financial assistance
- d) Short courses/workshops
- e) Evaluation of training
- f) Links with other policies
- g) Reporting on progress
- h) Annex A - List of Councillor Training Modules.

1.2 The objectives of this strategy are to encourage councillors 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 Bishton Community 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 their communities.

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 Bishton Community Council recognises that its most important resource is its Councillors and Employees and is committed to encouraging everyone to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 Providing training yields a number of benefits:

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

2.5 Training and development will be achieved by including a realistic financial

allocation 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:

- a) Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- b) Planning and organising training to meet those specific needs.
- c) Designing and delivering the training.
- d) Evaluating the effectiveness of training.

3 Identification of Training Needs

3.1 Employees will be asked to identify their development needs with advice from their line manager (the Clerk). There are number of ways that the training needs of both councillors and staff may be identified:

- a) OVW List of Councillor training modules.
- b) Legislative requirements i.e. First Aid, Fire Safety, Manual Handling, COSHH.
- c) Changes in legislation.
- d) Changes in systems.
- e) New or revised qualifications become available.
- f) Accidents or near misses.
- g) Introduction of new equipment.
- h) New working methods and practices.
- i) Complaints to the Council.
- j) A request from a member of staff.
- k) Devolved services / delivery of new services.

3.1 Each councillor should complete, as a minimum requirement:

- a) Module 1 - The Council
- b) Module 2 - The Councillor
- c) Module 9 - Code of Conduct

3.2 The Council Chair & Vice Chair:

- d) Module 5 - The Council Meeting
- e) Module 10 - Chairing Skills

3.3 The Chair of the Finance & Governance Committee:

- f) Module 6 - Local Government Finance (minimum requirement) g)
- Module 21 – Understanding Local Government Finance – Advanced (optional)

3.4 The Council Clerk:

- h) Module 5 - The Council Meeting
- i) Module 3 - The Council as an Employer

- j) Module 6 - Local Government Finance
- k) Module 21 – Understanding Local Government Finance – Advanced

3.5 Caretakers of BCC facilities:

- l) Module 7 - Health & Safety

3.6 Councillors should be encouraged to undertake additional training to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness needed for the council to operate effectively.

3.7 The list of councillor training modules can be found at Appendix A to this policy.

3.8 Employees who wish to be nominated for a training course should discuss this in the first instance with the Clerk 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 Council in the interest of operational effectiveness or Best Value.

5.2 Other considerations include the following:

- a) Implication of employee release for training course(s) on the operational capability of the council
- b) The most economic and effective means of training
- c) Provision and availability of training in the annual budget

5.3 For approved courses councillors and employees can expect the following to be sponsored:

- a) The course fees
- b) Examination fees
- c) Associated membership fees

- d) One payment to re-take a failed examination

5.4 Councillors attending assisted courses are required to inform the Bishton Community Council 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 Councillors and staff attending approved short courses/workshops can expect the following to be paid:

- a) The course fee (usually invoiced following the event)
- b) Travelling expenses in accordance with the Council's current policy
- c) Subsistence in accordance with the Council's current policy

6 Evaluation of Training

6.1 Records of all training undertaken by employees will be kept by the Clerk in the personnel files of each member of staff and maintain a register of training completed by councillors.

6.2 As part of Bishton Community 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.

7 Linking with other Council Policies

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

- a) Equality of opportunity in all aspects of Councillor & Staff development;
- b) Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- c) Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- d) Undertaking training is a clear indication of Continuing Professional Development of councillors and staff.

8 Reporting on Progress

8.1 The Council Clerk will report annually detailing attendance at training over the year, as well as the inclusion of the councillor and staff evaluation of courses attended.

9 Conclusion

9.1 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.

10 Freedom of Information

10.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.bishton.org.uk.

Appendix A to BCC Training & Development Policy

OVW Councillor Training Modules.

[An overview of Modules](#) can be found at the link.

1	The Council - Module 1
2	The Councillor - Module 2
3	The Council as an Employer - Module 3
4	Understanding the Law - Module 4
5	The Council Meeting - Module 5
6	Local Government Finance - Module 6
7	Health & Safety - Module 7
8	Introduction to Community Engagement - Module 8
9	Code of Conduct - Module 9
10	Chairing Skills - Module 10
11	Community Emergency Planning - Module 11

12	Community/Place Planning - Module 12
13	Community Engagement Part II - Module 13
14	Equality & Diversity - Module 14
15	Information Management - Module 15
16	Use of IT, Websites & social media - Module 16
17	Making Effective Grant Applications - Module 17
18	Effective Staff Management - Module 18
19	Devolution of Services - Module 19
20	Wellbeing of Future Generations Act 2016 / Sustainability - Module 20
21	Advanced Local Government Finance - Module 21
22	Mediation and Conciliation - Module 22