

# PRESCOT TOWN COUNCIL



# TRAINING & DEVELOPMENT POLICY

Version:	1.0
Approved by:	Human Resources Committee
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Document Author:	Daniel Wilson
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Target audience:	Council Wide

## **1 Purpose and Scope**

- 1.1 Prescott Town Council is committed to ensuring that all staff and councillors have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents in any ways that fit with the organisation's strategic objectives. In addition to this the Town Council may also offer training to regular volunteers or service users whom it considers to make a valuable contribution to the Town, this will not extend outside of the Town Council's usual serve of training.
- 1.2 All training will be accessed via the Town Clerk through the submission of the Application for Learning and Development Activity Form attached as appendix 1. If there is any doubt as to the suitability of the training in relation to it meeting the Council's strategic objectives the matter will be decided by the Human Resources Committee.

## **2 Aims**

- 2.1 The main aims of this policy are to:
- ensure that all staff and elected members are supported and enabled to meet the changing demands of the organisation and its service users so that the organisation achieves its strategic objectives.
  - facilitate all staff and elected members development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base in line with strategic objectives of the council.
  - provide a working environment where continuous learning and development takes place that helps staff, elected members and regular volunteers to gain more enjoyment from their roles, increase motivation and enhance staff retention.

## **3 Equal Opportunities**

- 3.1 Prescott Town Council is committed to ensuring equality of learning opportunity, hence no employee or elected member will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post. In all instances training will only be authorised when it is relevant to the role the individual plays within the Town Council, its buildings, or its activities.

## **4 Responsibilities**

- 4.1 Leaners - Prescott Town Council believe that employee / member development is most effective when the individual takes responsibility for identifying any opportunities for self-development which will enhance work performance through increased skills and knowledge. Employee learning needs and opportunities will also be identified through the support, supervision and appraisal process, and through internal assessments to meet business need. The training request template can be seen as appendix 1. The Town Council expects all employees to also take a proactive approach to furthering organisational wide learning and development. It is the duty of all employees / individuals to ensure they full meet the requirements of the course ie arrive on time, remain for the entire duration of the course, undertake any necessary testing required to complete the course. Failure to do this could result in the Town Council seeking repayment of any course costs.
- 4.2 Line Managers - Line managers are responsible for assisting staff and volunteers to identify learning needs and for ensuring that they review these with staff on a regular basis during support and supervision sessions. The employee's log of learning should also be discussed at these sessions. Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers should seek feedback on any training, including quality and cost effectiveness. Line managers should then ensure that employees implement the skills that they have gained through training and ensure that feedback on training is shared with the Town Clerk.
- 4.3 Town Clerk & **Human Resources Committee** - The co-ordination of the learning and development process is the responsibility of the Town Clerk. They will, therefore, ensure that evaluation of learning activities is undertaken annually by liaising with staff to ensure that any identified needs are addressed accordingly. The Town Council is responsible for agreeing the learning and development budget on an annual basis – a minimum of 1% of annual budget will be allocated to this. The learning budget is controlled by the Town Clerk supported through the Council's Human Resources Committee.
- 4.4 Elected Members have a responsibility to attend appropriate training in order for them to perform their legal duties.

## **5 Routes to Learning & Development**

- 5.1 Options for learning & development may include:
- On the job learning including learning from other members of staff via job shadowing, mentoring, in house skill sharing, staff away days etc.
  - Secondments and placements/visits to other organisations
  - Setting up job development opportunities such as public speaking, in house presentations at team meetings

- Attending internal or external training days/ workshops
- Attending conferences, forums
- An external course of study
- Web based e learning
- Self-directed study – such as books, manuals, online information

Prescot Town Council is committed to sharing the learning and lessons gained by staff and volunteers throughout the organisation. This will be accomplished in a number of ways:

- Giving time in team meetings to share core lessons from training
- Networking with partner and same sector organisations and incorporating their literature, reports and research documents into office resource libraries.

## **6 Key Professional and Skills Based Learning**

6.1 Prescot Town Council aims to prioritise learning that focuses on areas which:

- enable us to fulfil our strategic objectives
- pertain to any organisational statutory/contractual obligations
- are essential in order to generate and maintain income
- enable effective responses and management of legislative changes
- ensure IT skills meet business need
- are essential to ensure the quality of service provision
- enable employees and elected members to meet their responsibilities in completing continuous professional development required by relevant professional bodies.
- enable management development in relation to those who have managerial/supervisory responsibilities.

## **7 Core Learning**

7.1 There are specific areas of learning which are essential for all employees and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core learning will therefore cover the following areas:

- 7.2 Induction - All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment.
- 7.3 ICT (Information and Communication Technologies) it is important that all employees are given opportunities to enhance their ICT skills base. The organisation is committed to ensuring that all employees have competent grounding in the use of ICT in the wider context of their professional roles. Employees are positively encouraged to become familiar with the Town Council's website, internet, email other electronic facilities and computer software packages at their disposal. Initial information and training will be provided on commencement of the role or when any technology changes occur.
- 7.4 It is the duty of the Town Council to ensure it meets its obligations under Health and Safety Legislation therefore some training requirements will be seen as mandatory and will be identified through the requirements of the role.

## **8 Recording, Monitoring & Evaluating Learning**

- 8.1 The Town Clerk is responsible for ensuring that a central record of employee and elected member learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.
- 8.2 In order to support the evaluation element of the process the learner will complete a post training course evaluation to appraise the effectiveness and value for money of the course.

## **9 Performance Management**

- 9.1 Performance management is an ongoing communication process, which involves both the line manager and their employee in:
- identifying and describing essential job functions and relating them to the strategic and operational objectives of the organisation
  - developing realistic and appropriate performance standards
  - giving and receiving feedback about performance
  - participating in constructive performance appraisals
  - planning learning and development opportunities to sustain, improve or build on employee work performance. Regular meetings/communications between staff and line manager facilitates this process.

## **10     Appraisals**

- 10.1 Annual Appraisals are an essential component of Prescott Town Council's performance management framework and are supported by regular support and supervision sessions between line managers and their employees throughout the course of the year. The appraisal scheme allows for every employee to be formally appraised with their line manager through a structured discussion on work performance over the previous year and which, must also incorporate the employee's learning and development needs for the following year. It is an opportunity to build on strengths and address areas, which require support, thereby enhancing the potential skill base of the individual employee.
- 10.2 Supervision and Appraisal process, Prescott Town Council has a culture of effective informal mentoring on an ongoing basis; this is based around continuous support. The formal aspects to this however are:
- Supervision sessions are held at a min of 9 week intervals between all staff and their line managers on an individual basis.
  - A full Annual Appraisal is then carried out by line managers through discussion with each employee on an annual basis.
  - A Personal Development Plan for the year is then created.

Forms for the Supervision and Appraisal are available on the website.

**PRESCOT TOWN COUNCIL**



**APPLICATION FOR LEARNING AND DEVELOPMENT ACTIVITY**

<b>Details of learner</b>			
Name			
Job title			
<p>As part of our equality and diversity strategy, the Council has made a commitment to monitor statistics relating to the ethnicity and gender of applicants and also to monitor the provision of training and development to those participants who may consider themselves to have a disability. In order for us to do this we would be grateful if you could please provide the following information by ticking the appropriate boxes. Please note that information on this form may be held on computer/manual records. Strict confidentiality will be observed and disclosures will only be made for Human Resources or training administration purposes.</p>			
Gender (male/female)		Do you consider yourself to have a disability? (yes/no)	
Please give details of any particular considerations that need to be given in relation to the delivery of this development activity e.g. special access, large print, Braille, interpreter, special dietary requirements etc			
<i>Ethnicity - please tick</i>			
White - British English		Asian – Indian	
White - British Scottish		Asian – Pakistani	
White - British Welsh		Asian – Kashmiri Pakistani	
White - British Other		Asian – Bangladeshi	
White – Irish		Asian – other	
White - Traveller		Black – Caribbean	

White – other		Black – African	
Mixed – white and black Caribbean		Black – other	
Mixed – white and Asian		Chinese	
Mixed white and black African		Other	
Mixed – other			
<i>Age banding - please tick</i>			
16-20		21-25	
26-30		31-35	
36-40		41-45	
46-50		51-55	
56-60		61+	

<b>Details of the development activity</b>			
Course title			
Course dates			
Duration		Location	
Name of provider			
Contact details of provider (address/tel no/email address)			
Cost of course		Additional costs travel etc (provide details)	
<i>Funding - please tick</i>			
No funding required		Self-funded	
		PTC funded	

<b>Prioritisation (please mark with an 'X')</b>		
1	Induction and maintenance development, statutory and regulatory compliance (mandatory under as defined under 7.4 of the training policy).	
2	Developments and qualification programmes to meet Town Council Objectives.	
3	Development of individual's skills and knowledge beyond what is required for current role.	





### Externally delivered learning events

- Firstly, you must seek approval from your line manager who must be designated as an authorised signatory for approving expenditure for learning.
- Once you have received authorisation from the relevant manager and budget holder, you are responsible for making the booking yourself
- You should attach a copy of the booking form with this application.

Is the training being externally delivered? (yes/no)

### Authorisation

I understand and accept the learning contract outlined below. An email from either the budget holder or your Manager will constitute an electronic signature and will be accepted as confirmation of your acceptance

LEARNER - I confirm that I will give personal commitment to this learning and development activity and will aim to utilise my new skills and knowledge back in the workplace. I also confirm that I will provide feedback to my manager on my progress on a regular basis and through my Performance Review sessions. **I understand it is the duty of all employees / individuals to ensure they full meet the requirements of the course ie arrive on time, remain for the entire duration of the course, undertake any necessary testing required to complete the course, and that failure to do this could result in the Town Council seeking repayment of any course costs in relation to my training.**

Learner signature

Date

MANAGER - I support this employee to undertake the learning and development activity and will provide additional assistance (if required) to supplement the planned activity. I will also carry out regular reviews to establish progress and provide opportunities for the individual to utilise the new skills and knowledge back in the workplace.

Manager signature

Date

RESPONSIBLE FINANCIAL OFFICER - I authorise and support the detailed learning activity and agree to the financial expenditure.

Budget holder signature

Date