



ALFRETON TOWN COUNCIL

TRAINING, LEARNING AND DEVELOPMENT POLICY

1 Introduction

1. This document forms the Council's Training and L & D 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
2. The objectives of this strategy are to:
 - Encourage Members and staff to undertake appropriate training /L & D
 - Allocate training in a fair manner
 - Ensure that all training is evaluated to assess its value

2 Commitment to Training

1. Alfreton 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/village.
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." Learning and development describes the formal, ongoing efforts that are made within organizations to improve the performance and self-fulfilment of their employees and in our case members (i.e. Councillors) through a variety of educational methods and programs. In the modern local government, these efforts have taken on a broad range of applications—from instruction in highly specific job skills to long-term professional development. In recent years, training and development has emerged as a formal business function, an integral element of strategy, and a recognized profession with distinct theories and methodologies. More and more companies of all sizes have embraced "continual learning" and other aspects of training and development as a

means of promoting employee growth and acquiring a highly skilled work force.

3. Alfreton 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.
 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.
 5. Providing training yields a number of benefits:
 - Improves the quality of the services and facilities that Alfreton Town Council provides;
 - Enables the organisation to achieve its corporate aims and objectives;
 - Improves the skills base of the employees and members;
 - Produces confident, highly qualified staff working as part of an effective and efficient team; and
 - Demonstrates that the employees are valued.
 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.
 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. Evaluating the effectiveness of training.
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3 The Identification of Training Needs

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 a number of additional ways that the training needs of staff may be recognised:
 - During formal interview/review
 - Following confirmation of appointment.
 - Formal and informal discussion
2. Members will be asked to identify their development needs with advice from the appropriate body or person: i.e. committee or nominated Learning & Development Councillors. There are a number of additional ways that the training needs of Members may be recognised:

- During review
 - Following election/co-option
 - Formal and informal discussion
3. 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
4. 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 Council's needs and/or service delivery.
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4 Corporate Training

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.
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5 Financial Assistance

1. It is important to note that all supported 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, and Personnel Committee] in the interest of operational effectiveness or Best Value.

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
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
 4. Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.
 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.
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6 Study Leave

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 and Finance and Personnel members in advance)
 - Provision of study time must be agreed with the line manager prior to the course being undertaken.
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7 Short Courses/Workshops/Residential Weekends

1. Where attendance is required at a short course, paid leave will be granted to employees.
 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
 - Subsistence to reimburse actual expenditure capped within categories and subject to the production of a valid receipt
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8 Evaluation of Training

1. Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
 2. As part of Alfreton 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.
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9 Linking with other Council Policies

1. Relationship with other Council policies:
 - Equality of opportunity in all aspects of Member and officer development;
 - A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme.
 - 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.
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10. Reporting on Progress

The Clerk will report annually to the Finance and Personnel members, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

11. Conclusion

1. The adoption of a training or learning and development 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.
2. The adoption of a training or learning and development policy has a practical implication for Alfreton Town Council budget and ensures that the Council is aware of the implication of its commitments and allocates

adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

12. Alternative Formats

1. Equality Act 2010: Alfreton Town Council as a committed and compliant Local Authority to all aspects of Equality Legislation will make every effort to ensure that access to material including this policy is available in alternative format.
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13. Freedom of Information

1. In accordance with the *Freedom of Information Act 2000*, this Document will be posted on the Council's Website.
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14. Commitment to Officers and Members

1. *Alfreton Town Council* has a fully integrated policy in the field of training and Learning and Development based in this document and the commitment to funding in its regular budget. Alfreton Town Council supports the concept of investing in lifelong Learning and Development for members and officers and will commit an appropriate percentage (%) of its budget on a regular sustainable basis. The Council will work closely with other bodies
2. Alfreton Town Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be trained to an adequate standard as set out by the Council. In addition it will ensure specialist training is available for executive members.
3. Alfreton Town Council makes the following commitment to its officers and employees of the Council that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.

Record of Continuous Professional Development

Name:
Council:
Position:
Covering the period from:
To:



The National Training Strategy
for Town & Parish Councils

Key dates	What did you do?	What did you learn from this?	How have/will you use this? How will your council change or improve?	Points allocated

Key dates	What did you do?	What did you learn from this?	How have/will you use this? How will your council change or improve?	Points allocated

Total

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. For this there are some types of activity that carry a maximum point allowance per year. Plus, at least three points must come from a qualification, in-house assessment or a training event.

The grid below can help you assess how many points you have achieved and clearly illustrate this to the accreditation panel if you choose to apply for a Local Council Award.

	Maximum points	Points achieved
Qualifications	12	
In-house assessment	12	
Learning at work	6	
Attendance at conferences and training events	12	
Reading and e-learning	6	
Developing the sector	4	
Total CPD points		
At least three points have come from a qualification, in-house assessment or a training event?		Yes/No (delete as appropriate)