



Training, Learning & Development Policy

Statement

Nelson Town Council is an organisation in which learning is valued. Town Councillors and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Nelson. It is a requirement of the Local Council Award Scheme that training should be undertaken especially on financial management for which Cllrs are responsible.

Objectives:

- Encourage Councillors and staff to undertake appropriate training and learning & development through in-house and external training.
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value
- Provide financial support to attend training
- The Council expects the Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional body.

Benefits of Training/Learning & Development:

- Providing training yields a number of benefits
- Improves the quality of the services and facilities that Nelson Town Council provides
- Enables the organisation to achieve its corporate aims and objectives
- Improves the skills base of the employees and Councillors
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued

All are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles as well as to the workings of Nelson Town Council.
- An understanding of the direction and objectives of the council
- An understanding of the contribution that is expected of them

For Employees: Identification of Training Needs

- Induction training and an employers handbook for new employees will be provided
- Current or any new clerk to hold or obtain CiLCA or equivalent
- Current or any new deputy/assistant clerk to hold or obtain CiLCA or equivalent
- Current or any new RFO to hold or obtain an appropriate accountancy qualification
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the Town Council and the contribution of the individual employee
- Line managers will assess specific service based training needs as a result of new

legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the Town Council objectives

- Staff are to be provided the opportunity to complete Continuous Personal Development, this will be identified at the annual appraisal
- Additional training may be requested via line managers at any time
- The Town Clerk is identify and book their own training in accordance with this policy with paid release from work commitments in order to undertake the relevant training.
- Clear and measurable objectives for their performance at work
- Annual appraisals of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Chairman and Town Clerk who are committed to staff development.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

For New Councillors:

- New Councillors be provided with a “New Councillor’s Pack” when joining the Council
- New Councillors are encouraged to attend courses for “new councillors” arranged by LALC

For Councillors continuing training needs:

- General training in Town Council matters including Duties of a Councillor; Code of Conduct; Roles & Responsibilities
- Specialist/appropriate training according to need and role in the council and committees including Chairmanship; Planning; Finance
- Existing Councillors encouraged to attend refresher training courses
- Other needs will be addressed through meetings and ascertaining from Councillors which courses would be appropriate for them to attend.
- If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend Resources:
- Appropriate sums will be made available in each budgetary period to allow required training to take place.
- The Town Clerk is authorised to consider and approve requests from members to attend training from ‘non-authorised’ training providers. However, the member request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered. Where the Town Clerk refuses the training request, reasons must be provided to the member who will have the opportunity to request the full council to consider and review the Town Clerks decision.

Main Providers:

- Lancashire Association of Local Councils (LALC)
- Society of Local Council Clerks (SLCC)
- Pendle Borough Council (PBC)
- Lancashire County Council (LCC)
- National Association of Local Councils (NALC)

Identification of Training Needs:

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal. There are a number of additional ways that the training needs of staff, and Councillors, may be recognised.

- Questionnaires
- During formal review
- During formal and informal discussions
- On receipt of notification of training available by outside bodies
- Following election/co-option (for Councillors)

Other circumstances may present the need for training:

- Legislative requirements (ie First Aid, Fire Safety, Manual Handling, Child Protection, Food Hygiene)
- Changes in legislation
- Changes in systems
- New or revised qualifications becoming available
- Accidents
- Professional error
- Introduction of new equipment/software
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services/delivery of new services

Corporate Training:

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards eg Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

Keeping the Council Up to Date:

The Council pays an annual subscription to Lancashire Association of Local Councils and also to SLCC for the Clerk and Assistant Clerk. Regular publications are received from both these organisations and the websites are continually viewed for any training being offered.

Support for the Council:

The Council is supported by Lancashire Association of Local Councils.

Measure the Impact of Training:

Any Councillor or member of staff attending training provide feedback to the Council on their return
- highlighting any relevant material to Councillors with regards to the working of the Town Council.

Commitment to Officers and Councillors:

Nelson Town Council makes the following commitment to Councillors:

That every new Town Councillor, whether elected or co-opted, will be trained to an adequate standard as set out by the Council and reflecting prevailing acceptance standards within a year of taking office. In addition skills audits will be acted upon to ensure specialist members receive additional training along with the bulk of the Council to take account of legislative changes and new initiatives. 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.

Nelson Town Council makes the following commitment to its employees:

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. A record of training undertaken by staff and Councillors will be recorded by the Clerk. Any training, workshops and seminars attended by Councillors during the course of their own employment, and which is relevant to Town Council roles and responsibilities, will also be recorded.

Review

This Policy will be reviewed Annually at the Annual Town Council Meeting.