



Staff Training & Development Policy

1. Introduction

Credition Town Council (the council) employs 4 members of staff. The council is committed to offering and encouraging continuous training for its staff and recognises that to be well trained and informed promotes good practice in its organisation and increases and encourages the activities for community work.

2. Objective

To provide training, learning and development opportunities that:

- Enable the council to achieve its objectives
- Allow employees to develop in line with and contribute to the council's objectives
- Supports recruitment and retention of employees
- Provides equal opportunities to all.

The council recognises that training is necessary to ensure compliance to legal and statutory requirements.

3. Identifying training needs

- Employee Training Schedules will be based on the overall objectives of the council and the requirements of the individual by means of staff appraisals, interviews and formal and informal discussions.
- Personal Development Plans will also be established through annual appraisals, including how these will be achieved and the time scale. All staff will set training and development objectives that consider the needs of the individual, their team, and the council.
- Induction programmes are set out for all staff.
- The council will review new government legislation which may alter the training required of employees.
- The council will review the minimum requirement of Continuous Professional Development required by the Society of Local Council Clerks.
- The council is committed to networking with other councils as an effective means of information gathering and where possible to link in with training events held by other councils.
- The council is committed to maintaining membership of Devon Association of Local Councils and the Society of Local Council Clerks, in recognition of the training and support that it provides Councillors and employees.
- The council will maintain a training log giving details of dates, titles and providers of development activity undertaken by staff.

4. Financial assistance

- The council will ensure that training for staff is adequately covered as a training item in the annual budget.
- The council will ensure that membership fees for associated organisations are included in the budget.



- Requests from staff to attend training must be made to the Town Clerk.
- Each request will be considered on an individual basis and the benefits to the individual's development needs, alongside the council's objectives.
- Staff attending training courses can expect the following to be paid:
 - The course fee
 - Any examination fees
 - Associated membership fees
 - Travel expenses

5. What staff can expect

- An induction programme when joining the council.
- To receive regular supervision and guidance.
- To be notified of relevant training and development opportunities.
- Encouraged to consider and identify personal development needs through open discussion/appraisals.
- All staff will receive an annual appraisal carried out by the Town Clerk, where achievements will be reviewed, and future objectives set.
- Staff will also receive a quarterly one to one, which will feed into their appraisal.
- Training logs of development activity undertaken will be maintained for all staff.
- Access to learning materials and reference books in the council offices.
- The Town Clerk will report annually to the Council Affairs Committee on staff appraisals and the achievement of set objectives.
- Staff will be encouraged to give feedback after attending training events.

6. Employee Training Schedules

Town Clerk & Assistant Clerk

- Induction to include Health & Safety, risk assessments and all council policies.
- Relevant opportunities provided to gain further qualifications (ILCA, CiLCA, Community Governance).

Office-based Employees

Induction Programme:

- Induction training will be used to establish what additional training may be required on an individual basis and will be used to set a Staff Training Schedule.
- Introduction to council policies, prioritising the following:
 - Anti-Fraud and Corruption Strategy
 - Communication and Media Policy
 - Complaints Procedure
 - Data Protection Policies (GDPR)
 - Equal Opportunities Policy
 - Freedom of Information Model Publication Scheme
 - Health & Safety
 - Maternity Adoption, Paternity and Parental Leave and Pay Policy and Procedure



- Protocol on Member/Officer Relations
- Safeguarding Policy
- Training & Development Policy
- Whistleblowing Policy & Procedure.
- Introduction to council processes.
- Introduction to relevant software.
- Training on use of council website.

Annual basis

- Appraisals used to review Training Schedule and Personal Development Plan (highlighting any training or development requirements).
- Completion of a 'First Aid at Work' course.

Annual basis:

- Training logs and associated Training Schedules to be reviewed based on individual needs as well as Council's overall objectives.