



Cyngor Tref Llangollen Town Council

Title:	Training and Development Policy for Staff and Councillors.
Purpose:	To detail the Town Council's policies and procedures to be adopted regarding Training and Development for Staff and Councillors.
Owner:	Town Clerk.
Approved by:	Town Council.
Date:	2016.
Version Number:	1.0
Status:	Draft
Review Frequency:	Every 1 year
Next review date:	2017

1.0 Purpose and scope

- 1.1 The Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2 The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

1.4 The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council.
- To regularly review the needs of, and to plan training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

2.0 Identifying training needs.

2.1 Employees:

- Induction training and an employee's folder will be provided for new members of staff.

- Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and the Society of Local Council Clerks.
- (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified through annual appraisals (detailed in appendix1), staff meetings and informal discussions in the light of the overall objectives of the Council. The appraisal for the Town Clerk will be carried out by the Town Mayor.
- Relevant additional training may be requested at any time.

2.2 Members.

- A Member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend Councillor Training.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.

2.3 The Town Council is also committed to offering support to its local area Community/Town Councils. The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

2.4 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

3.0 Training Resources/Providers.

- 3.1 An annual budget will be set for employee training and Members training by the Human Resources Committee and presented to Full Council. All employees or members attending training may claim travel expenses. The Town Council will ensure that membership fees for One Voice | Wales, ILCM and SLCC are included annually in the budget.
- 3.2 Training Providers for both employees and members.
- Society of Local Council Clerks.
 - One Voice Wales.
 - National Association of Local Councils.
 - Regional and national seminars/conferences.
 - Principal Authorities.
 - In-house.
- 4.0 Evaluation and review of training.
- 4.1 This training and development policy is to be reviewed by the Human Resources committee on an annual basis and presented to the Full Council each year inclusion in the budget process.
- 4.2 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process.
- 4.3 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, and from staff annual appraisals
- 8.4 The Clerk will maintain a record of training attended by themselves and Councillors. Fees paid for by the council will be recovered from staff and councillors whom leave the council within two years of the training being completed.
- 8.5 The rates of recovery are:
Within 6 months – 100% of training fees.
Between 6 -12 months – 50% of training fees.
Between 12-24 months – 25% of training fees.
- 8.6 The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

Appendix 1.
Staff appraisal process.

1. All staff will have an annual appraisal, to be held in January in line with Town Council Standing Orders.
2. Staff will receive at least two weeks' notice of the date and time of the scheduled appraisal.
3. Staff will receive a copy of the previous year's appraisal record.
4. The appraisal will consist of a meeting, during normal working hours, where the following topics will be discussed
 - A review of the last year's tasks, projects including:
 - What went well?
 - What could be improved?
 - Improvement ideas for the Council,
 - Upcoming tasks for the year ahead,
 - Training needs and requirements,
 - Agreed Action Points for employee and employer.
5. The appraisal for the Town Clerk will be carried out by the Town Mayor.
6. The appraisals for the other members of staff will be carried out by the Town Clerk.
7. An agreed written record of the appraisal will be recorded and signed by the member of staff and the Town Clerk/ Town Mayor.
8. In addition to the annual appraisal process, staff will have regular one to one meetings with the Town Clerk.

Llangollen Town Council - Annual Staff Appraisal

Name:	
Job Title:	
Appraisal Date:	
Reviewer:	

What do you see yourself as doing / having done in the past year, including a review of last year's key tasks, projects and work

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What went well?

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What areas caused you difficulties and why?

Do you have any improvement ideas for the way you do your job or for improving the Town Council overall?

Key tasks for the coming year:

Is there any equipment, training or changes to working practices including any health & safety, equalities or personal issues that would help you to develop and achieve your key tasks?

Action points for employee:

Action points for employer:

Any other comments:

Signed: (Employee)	
Date:	
Signed: (Appraiser)	
Date:	