



Syston Town Council – Training and Development Policy

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Purpose

This Policy sets out the Council's approach to training and development so that Members, employees and the community as a whole are fully aware of the Council's commitment to training and development.

Scope

This Policy applies to all employees of Syston Town Council including trainees and apprentices. Agency staff, contractors and others working on its behalf whether paid or unpaid (for example casual contracts, those on work experience, volunteers etc) are also expected to adhere to this Policy.

1. Introduction

Syston Town Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for any position of the Council should be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Policy Statement

Syston Town Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end, the Council's intention is that Councillors, the Town Manager and any other workers of the Council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and

development opportunities as it deems necessary and relevant for the delivery of its work.

3. Training and Development Activity

Syston Town Council consists of twenty elected Councillors and employs four office based staff, one Premises Officer, one Caretaker, three full time Grounds Staff, one Part Time Grounds Staff, two Part Time Cleaners, one Part Time Litter Picker, one Part Time Park Warden and one part time Cemetery Gate Keeper. In addition, volunteers from Syston provide invaluable support for its work. Training and Development for each of these groups will be regularly reviewed but will contain as a recommendation:

3.1 Councillors

- a. New Councillors to attend induction sessions explaining the role of Councillors
- b. Provision of the Councillors Handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct and other information deemed relevant
- c. All relevant health and safety training required by law
- d. Access to relevant courses/briefings run by Charnwood Borough Council (CBC), LRALC and SLCC
- e. Course fees and expenses will be paid by Syston Town Council (STC) if the course has been agreed by STC
- f. Receipt of circular documentation issued by CBC, LRALC and SLCC

3.2 Town Manager

- a. For new Town Managers, an induction session explaining the role (of the Clerk)
- b. Provision of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Working towards the CiLCA qualification (if not already held)
- d. Achieving a minimum of 12 Continuous Professional Development (CPD) points per year in order to satisfy the SLCC Council Foundation standards Accreditation Standard (one CPD point = one hour)
- e. Any other training relevant to the proficient discharge of their duties identified through regular training needs assessment
- f. Course fees and expenses will be paid by Syston Town Council (STC) if the course has been agreed by STC
- g. Attendance at relevant local meetings of bodies such as the SLCC, LRALC and NLAC
- h. Subscription to relevant publications and advice services
- i. Provision of the most current preferred reference books which will remain the property of STC
- j. Annual appraisal from the Chairman

3.3 Deputy Town Manager

- a. For new Deputy Town Managers, an induction session explaining the role (of the Clerk)
- b. Provision of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. All relevant health and safety training required by law
- d. Working towards the CiLCA qualification (if not already held)
- e. Achieving a minimum of 12 Continuous Professional Development (CPD) points per year (one CPD point = one hour)
- f. Any other training relevant to the proficient discharge of their duties identified through regular training needs assessment
- g. Course fees and expenses will be paid by Syston Town Council (STC) if the course has been agreed by STC
- h. Attendance at relevant local meetings of bodies such as the SLCC, LRALC and NLAC
- i. Annual appraisal from the Town Manager

3.3 Other Employees

- a. All new employees to receive an induction session on Council activities as well as their own role
- b. All relevant health and safety training required by law
- c. Necessary training required for the safe use of any equipment required by the Council
- d. Achieving a minimum of six CPD points per year, unless their job role does not require any training or on-going training
- e. Course fees and expenses will be paid by Syston Town Council (STC) if the course has been agreed by STC

3.4 Volunteers on Town Council Activities

- a. Briefings on health and safety matters and the scope of their work prior to starting
- b. Assessment of their skill, knowledge and capacity to complete the task in hand
- c. Briefing on the safe use of any equipment provided by the Council
- d. Training for volunteers will not be beyond that which is necessary for their role

4. Training Needs Identification

- a. Training requirements for Councillors will usually be identified by themselves, the Chairman and the Town Manager. Opportunities to attend courses will be investigated by the Town Manager and brought to the attention of the Full Council

- b. The Council will formally review the training needs of Councillors and the Town and Deputy Manager at a meeting of the Town Council
- c. Training needs for the Town and Deputy Manager will be identified through the recruitment process for new officers including application form and interview, formal and informal discussions and annual staff appraisal. The Town Manager is expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. Resourcing Training

- a. An allocation will be made annually in the budget as required to enable reasonable training and development
- b. An allocation will be made annually in the budget for the payment of membership and subscriptions to local council societies to enable Officers and Councillors to take advantage of their training courses and conferences
- c. Purchases of relevant resources such as publications will be considered on an on-going basis

6. Evaluation and Review of Training

- a. All training undertaken will be evaluated by the attendee to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process in Section 4 (above).
- b. Training will be reviewed in 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, the Town Manager, other staff or volunteers
- c. A record of all training received by Officers and Councillors will be recorded

This policy was adopted by Syston Town Council on 18 December 2018 and will be reviewed biennially.

Signed

Chairman

Equality Impact Assessment

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.

Related Policies

- Data Protection Policy
- Equal Opportunities Policy
- Equality Policy
- Health and Safety Policy
- Recruitment and Selection Policy
- Dress Policy