

FERRYHILL TOWN COUNCIL



POLICY

TRAINING

Introduction

Training and development are important in ensuring the Council meets its corporate aims and objectives. They provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.

The Council wishes to encourage staff in training and development within its resources and therefore training opportunities will be determined and prioritised by the need to meet service requirements, delivery and corporate policies.

The policy is part of the Council's Performance Management Framework, enabling the Council to direct its training and development activities towards achieving its aims and targets.

The Council is committed to the four principles found in the Investors in People Standard, even in the event that the Council decide to discontinue with the standard in future years:

- 1 A commitment from the top to develop all employees to achieve its objectives.
- 2 To review regularly the needs, and to plan the training and development, of all employees.
- 3 To take action to train and develop individuals, on recruitment, and throughout their employment.
- 4 To continuously evaluate its investment in training and development to assess achievement and improve future effectiveness.

The Council is also committed to training and development for employees and members of the Council, to enable them to carry out their roles effectively.

IDENTIFICATION OF TRAINING NEEDS

Employees

All employees are encouraged to be proactive in identifying their training and development needs.

Induction training and an Induction Pack are provided for all new employees.

Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.

The Council operates an annual Staff Appraisal Scheme, which is designed to identify any training and development requirements.

Following completion of these appraisals, a Corporate Training Plan is developed and associated budget identified.

Additional training may be requested via Managers at any time.

Members

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- Induction training is provided for all new Members.
- Individual training requirements are discussed with Members and training plans developed.
- Members are offered specialist and in-house training on an ad hoc basis.

Volunteers/Youth Council

- Specialist in-house training is given on an ad hoc basis.
- Where necessary, professional training is provided.

PRIORITISING TRAINING AND DEVELOPMENT

Any personal development training will be prioritised as follows:

- Corporate/Service delivery
- Specialist needs
- Improve existing skills
- Personal development

Employees

- **Corporate Training** - should be attended by all staff, or which relates to organisational policy or procedures. This may be carried out locally or in-house.
- **Departmental Training** - training which applies to employees within a specific department only.
- **Qualification Training** – any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- **NVQs** – these are viewed as a means of accrediting existing knowledge and the Council wishes to encourage and develop this type of qualification.
- **Seminars/Conferences** – are an opportunity to get up to date information and network with other organisations.
- **CPD** – any training and development key to the CPD of an individual will be supported.

Members

Training and development opportunities are available through the County Durham Association of Local Councils and also in-house.

Evaluation of Training

All employees and Members who undertake training are asked to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.