



MILLOM TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

Adopted by Full Council: February 2022 Revision Date: February 2027

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The Law:

National Joint Council (“Green Book”) Provisions. The Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3

Millom Town Council’s Statement of Intent:

Millom Town Council have implemented a Training and Development Policy for staff and councillors to enable them to operate and maintain a high level of performance and kept up to date with all new legislation. Millom Town Council are committed to provide employees and members within, the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high-quality services, the efficient management of those services and the compliance with and the utilisation of legislative powers.

Millom Town Council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role.

To support this, funding is allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their role.

Millom Town Council’s Commitment:

Millom Town Council make the following commitments:

- To develop employees and members to achieve the objectives of the 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

Identifying, Meeting and Evaluating Training and Development Needs:

Millom Town Council recognise that due its size and location most of the formal training will be provided by outside bodies. Millom Town Council have, therefore, close links with various training providers including Society of Local Council Clerks, National Association of Local Councils and Cumbria Association of Local Councils. The Clerk and RFO will be responsible for assessing and meeting the training needs of staff and monitoring of the budget.

- Induction and probationary periods

- One-to-ones
- Appraisal
- Workforce planning/re-structuring
- Team Meetings
- Councillor previous experience/knowledge of Millom Town Council workings

In addition, Millom Town Council will encourage staff, and volunteers to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house resources (books, journals etc)
- In house training
- Work shadowing
- Time for self-directed research and learning

Employees:

- Training and development are the responsibility of the employee and, therefore, all employees are encouraged to be proactive in identifying their training and development needs.
- Induction training and an Induction Pack will be provided for all new employees
- The Clerk and RFO will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and arranging appropriate training whenever necessary.
- Additional training may be requested via the clerk as any time

Councillors:

- Induction pack to be given to all new councillors
- Individual training requirements are discussed with the members and training plans developed
- Confidentiality and Chairship skills training should be made **compulsory**
- Councillors will be trained on all council policies during their term of office

Consideration:

Annual Plan/Training Budget – which will enable members of the Town Council and Clerk to attend any relevant training and conferences throughout the year

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record. Budget is to be monitored and controlled by the Responsible Financial Officer and/or Clerk and report to Millom Town Council prior to any overspend.

In order to ensure that Millom Town Council are able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

New Councillors Information Pack:

All New Councillors:

- Will be issued with an information folder upon their acceptance of office. This will include copies of the Standing Orders, Financial Regulations, Code of Conduct,
- Dignity at Work Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Policies of the Council and any other information that is deemed relevant.
- Meeting timetable
- Given a copy of the Good Councillor's Guide
- Encouraged to attend CALC Effective Councillor training sessions
- Circulated any other training course details which may enhance their position

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authority (CALC).

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.

Signed and adopted: 22nd February 2023