

## **BRAUNSTONE TOWN COUNCIL**

### **DEVELOPMENT AND TRAINING POLICY**

#### **STATEMENT OF INTENT**

**ADOPTED 9<sup>TH</sup> OCTOBER 2008**

#### **MISSION STATEMENT**

*"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self reliant, self confident community, free from unlawful discrimination."*

#### **COMMITMENT**

Braunstone Town Council is committed to developing its Members and Staff in order to assist the Council in achieving its aims and priorities in accordance with the Mission Statement and Annual Report & Performance Plan. Development and training is a joint commitment between officers and Members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

Braunstone Town Council:-

- Recognises the need to provide development and learning opportunities for all Members and Staff;
- Will identify resources to provide training and development to maximise the potential of its Members and Staff;
- Recognises that continued investment and commitment to training and development are essential to Braunstone Town Council, if quality services are to be provided, maintained and continually improved;
- Requires all Members and Staff to actively participate and ensure that training and development needs are identified to enable the appropriate investment of the Authority's resources in the training and development;
- Recognises its responsibility to provide equal access for all Members and Staff to training and development in accordance with equal opportunities' legislation and existing policies.

#### **RESOURCES**

Braunstone Town Council has provided a budget of £1,000 for Member and Staff training and development. An additional budget of £2,000 is provided for Conference Fees/Training Courses/Membership Fees of the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and the Leicestershire & Rutland Association of Local Councils (LRALC). In particular, the Council will take into account the following factors:-

- The identified training and development needs of Members and Staff;
- Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council;
- The costs of training, development and learning.

## **MEMBER AND STAFF DEVELOPMENT REVIEWS**

The Council's Policy & Resources Committee will, on a regular basis, monitor progress with the Development Action Plans and identify future training needs, design, evaluate and deliver further training.

The Policy & Resources Committee will lead on Development Activities and Member and Staff development needs at a corporate and individual level in the context of:-

- The Council's plans for the future (Annual Report & Performance Plan)
- Any new skills identified by elected Members
- Feedback from Staff Appraisals
- Changes in legislation
- New Procedures/Working methods
- Complaints
- Professional errors/mistakes
- New Equipment

**RECORDING AND EVALUATION OF TRAINING** As part of the Town Council's continuing commitment to training and development, Members and Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria:-

- How the training and development will meet the needs of the individual, and the impact on the service users.
- The degree of learning that will take place as a result of the training
- The impact of the training on individual performance
- How the training contributes to the achievements of the Council's goals.
- The number of Staff/Members who will gain from the training.
- Whether the training should be provided externally or can be arranged in-house.

## **CONCLUSION**

By working in partnership with Members and Staff, Braunstone Town Council is determined to provide opportunities for all to further develop the necessary skills and competences to not only move the Council forward in its aspirations to maintain its Quality Council status, but for Members and Staffs' own personal development.

This Policy Statement provides Members and Staff with the confidence that they are valued as individuals and that it is actively encouraging a partnership approach to training and development to ensure that the Council continues to provide high quality services for the residents of Braunstone Town and the successful delivery of its Annual Report & Performance Plan.

**BRAUNSTONE TOWN COUNCIL**  
**DEVELOPMENT ACTION PLAN**

<b>ACTION</b>	<b>DETAILS INCLUDING HOW IDENTIFIED, PROVIDER, ETC</b>	<b>EVALUATION PROCEDURES</b>
<b>GENERAL</b>		
Design and introduce evaluation procedures.		
The Policy & Resources Committee to evaluate training needs		
<b>STAFF</b>		
Staff handbook supplied to all employees		
New employees to complete induction training for their individual job and corporate training.		
On commencement of employment all new employees will be asked to attend an appropriate Emergency First Aid Training Course.		
Annual Staff Development Reviews carried out in order to take an overall view of the Council's work, look back at what has been achieved and agree future objectives and development needs		
Staff to be provided with a 'Self Appraisal' Forms to provide feedback to the Council		
Members of Administrative Staff encouraged to attend SLCC Branch Meetings, Trainings Sessions, Annual Conference, etc.		
Executive Officer & Town Clerk to attend regular meetings with Monitoring Officer		
The Council's Health & Safety Consultative Committee to analyse training needs and encourage employee representations to attend appropriate training		
Relevant Staff to be provided with training following the introduction of; new legislation, new equipment or procedures; following complaints/mistakes by members of staff		
<b>MEMBERS</b>		
A Portfolio issued to all new Councillors giving guidance on being a Councillor, the role of a Parish Council and corporate training		
Induction training provided for all new Councillors (including Code of Conduct)		
Training provided to Members following the introduction of new legislation		
Members to provide feedback on initiatives required to improve community engagement and any additional support required to become more effective Ward Councillors		
Details of all NALC, LRALC Training Courses and Conferences circulated to all Members		

