

Woughton Community Council

Training and Development Policy 2021

Woughton Community Council recognises the progression of its staff as a priority. To ensure we are providing the best service to our residents, every effort will be made to understand where training may be used to aid development of our staff and internal productivity.

Training and development policy

Scope

This policy refers to all permanent full and part-time staff of Woughton Community Council once a successful probationary period has been signed off.

Organisational Responsibilities – individual training opportunities

Woughton Community Council will work towards creating a culture of Continuous Professional Development. As an Employer, we recognise our responsibility to seek out any beneficial learning and development opportunities. It will be your Line Managers responsibility to coach their staff and identify any staff development needs. It will be the duty of Senior Management to facilitate and maintain a process to ensure the fluidity of this process.

- As per our Appraisal and Review policy, management must conduct one to one reviews a minimum of six times a year. A yearly appraisal must take place annually to note observations and targets from the previous year, and to also set objectives for the year ahead.
- During one-to-one reviews, and appraisals management should openly discuss training and development needs the staff member may wish to undertake, or that management identify is needed.
- For some staff members, it may be necessary for direct managers to create personal development plans (PDPs) so the staff member can have a clear map of progression, indicative of personal targets and objectives and training opportunities.
- Once a training need is identified, this should be escalated to the Council Manager for reference with the RFO and Operations Manager.
- Budgeting assessments, and assessments against how much of a priority this training need is to aid our professional development as an organisation will take place.
- Your direct Line Manager will feedback concerning your training and development in your next one to one, timescales will be set, and you will be produced with your PDP should it be deemed necessary.

Responsibilities

- It is the Line Manager's responsibility to ensure that training and development activities are as relevant to the individual's post and identified training needs as possible and also directed towards the achievement of Woughton Community Council's aims and objectives complying with its Strategy Document.

- Induction and related training for new staff is the responsibility of the Line Manager. General introduction to Woughton Community Council, procedural and policy training are the responsibility of the Operations Manager or individual Line Managers.
- Attendance at external conferences and courses has to be specifically approved by both the Line Manager and the Operations Manager and will be within the budget provided.
- Full information about all training and development available will be made via meetings/email/memos/staff notice board. Information about courses can also be sought via the Operations Manager.
- It is the responsibility of the staff member to check emails/memos/staff notice boards or to consult with the Operations Manager for available training and development courses that may fit their training needs.
- Staff who attend training courses will be asked to feedback relevant information to their Line Manager. The staff member may also be required to publish, via memos, key points from the course that could be of benefit to the training needs of colleagues.

Assessment of Training Needs

All training will be evaluated by the Line Manager with reference to three key criteria:

- I Training needs raised and agreed within the annual appraisal/other formal discussions
- II The benefits of the training for both the individual and the organisation
- III The cost effectiveness of the training

Categorisation of Training to Ensure Effective Use of Resources

Organisational training opportunities

There will be times whereby you may be asked to attend organisational training for a variety of reasons.

- Changes in internal policy and procedure
- Changes in laws, regulations, and statutory obligations
- Equality, diversity, leadership (etc.) training, to ensure our ethos is correctly represented.

On occasion these training opportunities may be mandatory, on these occasions it is expected all staff attend.

Internal procedure

- Line Manager and staff member identify training need.
- Line Manager and staff member discuss the available options and send across to the Council Manager / operational manager.
- Council Manager to review if this is a priority **need**, if this has been approved it will be forwarded for discussion with the Operations Manager and RFO.

- If this opportunity is rejected (for the meantime) the staff member will receive reasons for this in writing.
- Options will be cost assessed and timescales will be set.
- The Line Manager will be informed, to relay back to staff member. PDP should be set if this is requested to view progression and pathway.

It is important to note, whilst we understand training and development is key for us to provide the best service for our Parish, we will not be able to facilitate all requests all the time, the decisions will always be based on a priority and financial risk basis.

Criteria

- I Training and development for individuals must be both systematic and cost effective. As much training as possible should be completed on an in-house basis.
- II No individual will be excluded from receiving training and development on the grounds of age, sex, race, grade or part-time status.
- III Woughton Community Council reserves the right to require the participation of individuals in training and development courses/sessions where it is deemed necessary to ensure the achievement of Woughton Community Council's objectives or the reasonable development of a post or service offered.

Linked policies

WCC Employee Handbook
Training agreement

Last review date:	13/08/2021
Next review date:	13/08/2022
Lead:	Samone Winsborough
Overseeing Committee:	Operations
Approved:	Operations Committee
Review cycle:	Annually