



Training & Development Policy for Wallingford Town Council

Adopted 16th October 2017. (Review Date October 2019)

The policy of Wallingford Town Council is to grow its own people in both technical and managerial skills, where necessary, and to equip councillors to meet its objectives.

It is the Council's intent to provide training and development and confirms the aims of the policy, how the aims are to be achieved, the framework in which training and development is managed and its effective delivery.

1. Aims of the policy

1.1. To provide training, learning and development opportunities that:

- Enable the Council to achieve its objectives
- Allow employees to develop their potential in line with the Council's objectives
- Are of a good quality which supports recruitment and retention of employees
- Give equal access to all

1.2. Training and Development is defined as follows:

- Training – an activity which better enables a person to do their job
- Development – designed to improve or stretch an individual's knowledge and skills. Aiding motivation, stimulating interest and maximising potential. Creating succession planning and a talent pool for the Council's future needs

2. How will the aims be achieved?

2.1. All staff to have an induction covering basic housekeeping and health and safety followed by continuous assessment, usually from appraisals

2.2. The requirement to identify training and development needs associated with meeting change and the successful completion of projects

2.3. New councillors to spend some time in the office understanding officers' roles, to have a more experienced councillor acting as a 'buddy' and to go on the OALC Roles and Responsibilities course as soon as practical

- 2.4. Provide a wide range of range of learning and development opportunities to reflect employees' different styles of learning, their capabilities and backgrounds
- 2.5. Develop managers in line with agreed performance standards that reflects the culture and direction the Council and equip managers to perform their role competently
- 2.6. Provide appropriate consideration to time, resource and support to enable employee to meet their development plan
- 2.7. Budget for training in the estimates each year
- 2.8. Evaluate training and development at the Personnel Committee at least 6 monthly

3. Appraisals

- 3.1. All staff to have an annual appraisal carried out by their line manager
- 3.2. Past performance to be reviewed and future objectives agreed
- 3.3. As part of the appraisal all staff will have a training and development plan that considers the short and long-term needs of the individual, their team and the Council

4. Personal Development Plans

- 4.1. Each employee will have a personal development plan agreed at their appraisal. The personnel development plan reflects the training and development needs of the individual employee.
- 4.2. The plan needs to include, the need identified, the means by which this will be achieved, the timescale and how progress will be identified.

5. Management of Training and Development

- 5.1. The training should be relevant to the employees' role
- 5.2. Line managers need to check the budgets available with the RFO before confirming and arranging training
- 5.3. Funds outside of this need to be approved by council in line with Standing Orders

6. Evaluation of delivery

- 6.1.** Individuals will be encouraged to give feedback following attendance at internal/external training events
- 6.2.** Training and development needs stated in individual development plans will be regularly reviewed with individuals by their line manager
- 6.3.** The budget will be reviewed regularly to understand the impact on budget and whether enough monies were estimated for the year.
- 6.4.** The Town Clerk to report appraisals, development plans and personal achievements to the Personnel Committee twice a year.