



LEEK TOWN COUNCIL

INDUCTION, TRAINING AND DEVELOPMENT POLICY

Approved 21st May 2024

1 INTRODUCTION

- 1.1 Leek Town Council is committed to ensuring that all staff, Councillors, and volunteers have access to appropriate learning, training, and development opportunities, which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation.
- 1.2 Effective induction ensures that those concerned understand their role and that of others, and work towards the Council's organisational goals.
- 1.3 **Employees:** On-going training and development equip employees with the necessary skills, attributes, and knowledge to meet their personal and organisational objectives. This development is a continuous process undertaken following effective appraisal which recognises the aspirations of employees.
- 1.4 **Councillors** are encouraged to attend appropriate development events such as National Association of Local Councils (NALC) study sessions.
- 1.5 **Volunteers** working with the Council should be afforded a level of training that is reasonable regarding the intensity and length of involvement of their contribution.

2 PURPOSE OF THE POLICY

- 2.1 The main purposes of this policy are to:
 - highlight the importance of effective induction for new employees and identify the key methods for ensuring this takes place.
 - ensure that employees and volunteers (including Councillors) are supported and enabled to meet the changing demands of the organisation

and its service users so that the organisation achieves its strategic objectives.

- provide a working environment where continuous learning and development takes place, helping those involved to be more effective in their work, to enjoy their roles, increase motivation and enhance staff retention.

3. INDUCTION

- 3.1 New employees must understand the mission, goals values and philosophy of the Town Council, including the rules and policies governing their role.

Employers have a duty to provide new employees with all relevant information and training. Induction training can take several forms, including:

- on the job coaching
- mentoring
- delegated tasks and projects
- reading assignments
- internet and e-learning
- site visits
- shadowing another employee to see what is involved.

- 3.2 As part of the induction process, consideration should be given to providing information on:

- Workplace layout.
- Overview of the organisations structure and policies.
- Overview of partnerships and working practices.
- Security issues.

- 3.3 The Town Clerk will organise the induction plan for new or newly promoted employees before they start. Following an election, the Town Clerk will arrange to meet with any new Councillors to ensure they have access to relevant information to support decision-making. Volunteers will be given an induction plan appropriate to their role and expected length of involvement.

4 TRAINING AND DEVELOPMENT ROLES

4.1 The Town Clerk (reporting to the Human Resources Committee) has a key role to play in training by:

- demonstrating a commitment to train and develop employees in relation to the organisation's objectives,
- ensuring that training and development plans are focused on the organisation's needs and that provide adequate resources to employees,
- identifying training needs jointly with employees in relation to individual objectives,
- carrying out or organising on-the-job instruction and coaching.
- ensuring that all employees aware of training and development opportunities open to them, selecting employees for training and briefing them.

4.2 The individual's role is to:

- identify personal training needs in relation to their personal objectives,
- be aware of training and development opportunities open to them and request training where appropriate to their training needs,
- evaluate the effectiveness of training with the Town Clerk.

4.3 Options for learning and development may include:

- on-the-job learning including learning from other staff via job shadowing, mentoring, in house skill sharing,
- visits to other organisations,
- attending internal or external training days/workshops,
- attending conferences and forums,
- web based e-learning.

4.4 The induction process is designed to:

- enable the Council to fulfil its strategic objectives,
- harmonise training with organisational statutory/contractual obligations,
- enable effective responses and management of legislative changes,
- ensure IT skills meet business needs,
- ensure the quality of service provision, with reference to both the needs of residents and the Council's need for income generation,
- enable employees to satisfy the continuous professional development requirements of relevant professional bodies,
- support management development.

4.5 Performance management and annual appraisals are an ongoing communication process, which involve both the Town Clerk and the individual in:

- identifying and describing essential job functions related to the strategic and operational objectives of the organisation,
- developing realistic and appropriate performance standards,
- giving and receiving feedback about performance,
- participating in constructive performance appraisals,
- planning learning and development opportunities to sustain, improve or build on employee work performance.

5 COUNCILLOR TRAINING

All Councillors are encouraged to attend training that is relevant to their specific area of interest and expertise. The Town Council is a member of Staffordshire Parish Councils Association (SPCA), enabling access to a wide range of cost-effective training opportunities. The National Association of Local Councils (NALC) also provides training. The full list of training is here:

<https://spcaonline.org.uk/training-andevents/full-list/>

6 RELEVANT LEGISLATION

- 6.1 The Town Council will ensure it meets its obligations set out in the **Equality Act 2010** by training staff on appropriate policies, practices, and procedures.
- 6.2 The **Health and Safety at Work etc. Act 1974** is the primary piece of legislation covering occupational health and safety in Great Britain. The Act makes further provision for securing the health, safety, and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work, and for controlling the keeping and use of dangerous substances.