



Axminster Town Council



Axminster Town Council Training and Development Policy

The policy of Axminster Town Council is to grow its employees in the skills relevant to their role in order to equip the Council to meet its objectives. It is the Council's intent to ensure training and development is available as and when needed.

This policy sets out our aims, how the aims are to be achieved, the framework in which training and development is managed and its effective delivery.

1.0 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. Definitions:

- 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

2.0 How aims will be achieved

2.1. All employees to have an induction covering working arrangements in the Council, the employee code of conduct, roles and responsibilities, compliance with Council policies and procedures, and health and safety.

This is followed by continuous assessment, from regular supervision and appraisals.

2.2. Employees are required to identify the training and development needs associated with their roles, when facing change and for the successful completion of new or different tasks and projects

2.3. New Councillors will spend some time understanding employees' roles and to access the DALC Roles and Responsibilities course as soon as practical.

2.4. The Council will ensure that a wide range of range of learning and development opportunities are provided to reflect employees' different styles of learning, their capabilities and backgrounds

2.5. Managers will be able to access development opportunities in line with agreed performance standards that reflect the culture and direction of the Council, and which equip them to perform their role competently.

2.6. Appropriate consideration will be given to the time, resource and support required to enable employees to meet their development plans.

2.7. Budget for training and development activities for employees will be allocated each year

2.8. Training and development will be reported to, and impact evaluated by the Employment Committee at least 6-monthly.

3.0 Appraisals

- 3.1. All staff to have an annual appraisal carried out by their line manager with progress reviews at least 6-monthly.
- 3.2. Past performance will 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.

4.0 Personal Development Plans

- 4.1. Each employee will have a personal development plan agreed at their appraisal which 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.
- 4.3 Identified training and development needs will be shared with the Employment Committee in order that finance and other resources can be allocated appropriately.

5.0 Management of Training and Development

- 5.1. Line Managers need to ensure that training and development is relevant to the employee's 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 spend on training and development will be reviewed regularly to understand the impact on the budget and whether enough monies were estimated for the year.
- 6.4. The Town Clerk is to report on appraisals, development plans and personal achievements to the Employment Committee twice a year.

Policy agreed by Employment Committee; 22nd March 2021

Policy approved by Full Town Council: 12th April 2021

Review Date: March 2022