

SHILDON TOWN COUNCIL

STATEMENT OF INTENT ON TRAINING AND DEVELOPMENT

1. The Town Council's Commitment to Training and Development

Shildon Town Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Town Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Town Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the Town Council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the Town Council's aims and objectives.

The principles and standards of Investors of People will be adopted as follows:

- A commitment to develop employees and elected members to achieve the objectives of the Town Council
- To review regularly the needs of, and to plan the training and development for, employees and elected members of the Town Council
- To take action to train and develop individuals on recruitment/ election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

2. Identification of Training Needs

Employees

- Induction training and an induction pack for new employees will be developed
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the Town Council and the contribution of the individual employee

- Line managers will assess specific service based training and development needs of the service as a result of new legislation, health and safety issues etc
- Additional training may be requested via line managers at any time

Elected Members

- Induction training and a members Handbook will be provided for all new elected members
- A training questionnaire will be completed on an annual basis
- Specialist in-house training will be provided on an ad-hoc basis

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for service delivery or the planning or management of its delivery
- Specialist needs of specific employees or elected members for their individual roles
- Improvement of existing skills
- Personal development

4. Training Resources/Providers

Each service is provided with a specific budget for training and development which will be prioritised as per 3. above.

Employees

- Service Training – training which applies to employees within a specific service area
- Qualification Training – employees may apply to take professional qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- Seminars – are an opportunity to get up to date information and network with other organisations

- Continuous Professional Development CPD – training and development which is to be key to the CPD of an individual employee will normally be supported
- General – training and development opportunities are also available through the County Durham Association of Local Councils, Durham County Council, North Eastern Regional Employers Organisation (NEREO) and in-house

Elected Members

- Training and development opportunities are available through the County Durham and Cleveland Training Partnership, NEREO and also in-house

5. Evaluation of Training

- All employees and elected and elected members who undertake training will be requested to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness
- A yearly summary of employee and elected member training will be presented to the Town Council