

Training and Development Policy

Policy Number: RTC 18	Issue Number: 03
Issue Date: May 17th 2016	Review Date: 21 st May 2024
Originator: Jayne Simpson	Agreed: RTC Annual Meeting 16 th May 2023

BACKGROUND

POLICY

Ripley Town Council has adopted this Training and Development Policy to provide a sound structure to the way it conducts its business

Ripley Town Council **Training and Development Policy**

Training and Development Policy

There is a legal obligation upon local authorities to provide training and commitment to the provision of training and development based on strategic objectives for all employees can help raise a Council's overall performance. Any training and development policy should be aligned with the Council's overall strategy and objectives and we will give due regard to the personal development needs of individuals. Consideration will also need to be given to the funding available, and whether there are lower cost alternatives available which are of the appropriate quality. The right to request time off for training does not currently apply to organisations with fewer than 250 employees.

Training and development usually forms part of the overall performance management of an organisation.

Councils are advised to:

- Review their organisations and appraise regularly to ensure that training and development needs are assessed, and sufficient resources are provided to meet these needs;
- Provide information about training courses, induction programmes and development opportunities to all staff;
- Comply with Equal Opportunities and other council policies when assessing training and development needs;
- Ensure each employee receives annual appraisals, feedback and assessment of personal development needs from their manager; and
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent.

It is a good idea for all employees to have a personal development plan as part of the appraisal or performance review system, which will identify skills and knowledge

development needs for each individual. This plan should be reviewed at appropriate intervals, at least every year. Employees should also be encouraged to take responsibility for their personal development in terms of identifying appropriate external courses and training and training budgets will be considered.

Training and Development can include:

- Induction for new starters;
- Mandatory training, for example, health and safety, manual handling and other essential training required by the nature of the role;
- External Training provided by outside providers;
- Internal training (either by external or internal staff);
- On line webinars or courses;
- Mentoring by colleagues; or
- Coaching by line manager or other colleague.

Applications for training and development should be made through a set procedure so that all training is authorised, appropriate and within the Council budget.

It is a good idea to give reasonable time off to enable employee to complete any formal/required training courses, although this can remain at the discretion of their line manager.

Consideration should be given to travel time when attending courses away from the normal place of work as this will also count as working time.

Statutory Right to Request Training

The Council will be obliged to consider a request; however, it will be able to refuse such a request where there is a good business reason for doing so.

If the Council grants such a request, there is no obligation upon the employing authority to pay for the cost of training or pay the employee for the time away from work unless the training is required for proper fulfilment of the employee's job.

National Joint Council ("Green Book") Provisions

The Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3.

Employees attending or undertaking required training are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

Ripley Town Council are totally committed to the development of our members including finance and employee training will be given where possible and appropriate.