



CARNFORTH TOWN COUNCIL

Training Policy

Carnforth Town Council
46-48 Market Street
Carnforth
LA5 9LB

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the corporate plan as efficiently as possible.

1. STAFF TRAINING

1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

1.2 An introduction training session no less than 2 hours should be provided to all new members of staff. This should consist of introduction to policies and procedures. This initial training should be supported by a training handbook containing copy documents, resources. Training dates available for Continuous Professional Development should be made available for all Councillors and staff as and when these are released, to attend. Names of experienced Councillors who are willing to act as mentors to new councillors should be made available to all new councillors, in order that a mentoring process be adopted.

1.3 Accordingly, each member of staff is interviewed by way of a staff appraisal once a year by a nominated person. During this appraisal training needs are discussed.

1.4 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Town Clerk or the nominated person of any areas of work in which they feel they require training.

1.5 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.

1.6 The Council has also set aside a specific budget for staff training.

2 COUNCILLORS TRAINING

2.1 As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. Accordingly, the training budget is also to be used for Councillors training.

2.2 All Councillors are offered the opportunity to attend all relevant training courses offered by the various service providers.

2.3 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various training providers including Lancashire and Merseyside Local Training Partnerships, through LALC

3 TRAINING COURSE FEEDBACK

3.1 In order to evaluate training, employees and Members are required to evaluate how successful and appropriate the training has been.

3.2 Staff and Members are also required to produce a short report on the training course attended, this should include a note on each section of the training, what they have learned from the training and what the Town Council can use and implement in the future. If required, the Council will provide administrative support to assist in the production of the report.

3.3 Employee reports are to be circulated to the nominated person, and other members of staff if considered appropriate.

3.4 Members' reports are to be added as an Agenda Item and discussed at appropriate meetings.

3.5 The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.