



RYDE TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

Background

Ryde Town Council delivers a variety of services in, and around Ryde. In order for those services to be delivered effectively the Council undertakes to ensure that both Councillors and staff are equipped with the skills necessary to run those services to the highest standard.

This policy will outline how Ryde Town Council plans to support both Councillors and Staff to deliver valued services to the residents of Ryde.

This policy has been developed to ensure that staff and Councillors have both the technical and managerial skills necessary for the Council to meet its objectives.

1. Aims of the policy

1.1. To provide training, learning and development opportunities that:

- enable the Council to achieve its objectives
- ensure Councillors are well equipped to participate in discussions and make informed decisions
- allow employees to develop their potential in line with the Council's objectives
- are of a good quality and support the recruitment and retention of employees
- ensure continuity of service delivery
- ensure cost effective service delivery

2. How will the aims be achieved?

Staff

- 2.1. All staff to have an induction covering basic housekeeping including health and safety practices, and will be allocated time to gain knowledge of the Council's policies and procedures
- 2.2. Staff and Managers will work together to create a 'Personal Development Plan' which will outline the employees training and development needs and ensure they are associated with meeting the needs of the Council
- 2.5. Offer development opportunities to managers, in line with agreed performance standards, and ensure those opportunities reflect the culture and direction of the Council and equip managers to perform their role competently
- 2.6. Managers will provide time, resources and support as appropriate to enable employees to meet their targets as outlined in their development plan. These will be identified by the employee's Line Manager in agreement with the employee. Managers should ensure that any time given to employees should not impact the delivery of Council services.

- 2.7. Fostering amongst staff a sense of personal responsibility for developing and updating their skills and expertise
- 2.8. Allocating an annual training budget to fulfil identified needs
- 2.9. Ensuring all staff have equality of opportunity to participate in training and development activities.
- 2.10. All costs incurred will be met by the Council including travel, mileage, any accommodation costs and course fees

Elected Members

- 2.11. New Councillors will be provided with an induction pack.
- 2.12. Councillors will be required to attend relevant training for their role to furtherdevelop their skills.
- 2.13. Councillors who are appointed as Chairman of any committee or Mayor will be supported and required to attend appropriate training to enable them to becomeeffective in carrying out their role.
- 2.14. All Councillors following election or co-option are required to attend thesemandatory training sessions:
 - Code of Conduct training
 - Induction trainingMandatory training will be by the Clerk's office and may be offered by a range ofproviders.
- 2.15. All costs incurred will be met by the Council including travel, mileage, any accommodation costs and course fees.
- 2.16. All Chairman and Vice- Chairman will also be encouraged to attend Chairmanship Training provided by IOW Association of Local Councils (IWALC).

3. Appraisals

- 3.1. All staff to have an annual appraisal carried out by their line manager.
- 3.2. Appraisals should refer to employee's role descriptions and any training planned should reflect and support their role as outlined in the role description. If an employee's role evolves and no longer reflects the role description line managers, in consultation with employees, will develop a revised role descriptionthat reflects the employee's current role.
- 3.3. As part of the appraisal all staff the 'Training and Development Plan' will; be reviewed and updated to ensure it meets the short and long-term needs of the individual, their team and the Council as a whole.