

Training Policy



Purpose

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

A record of all training accessed will be maintained by the Clerk.

1. Staff Training

- a) The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.
- b) Each member of staff has an annual appraisal, during this appraisal training needs are discussed and agreed. It will also be agreed whether the line manager or the member of staff is responsible for arranging training.
- c) Line managers will discuss and agree training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.
- d) To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.
- e) For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.
- f) Line managers are responsible for keeping staff training records up to date.

2. Councillors Training

- a) As the policies of the Community Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.

- b) All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers. The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.
- c) There is an expectation placed on all councillors to attend relevant training such as:

All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 5 years
All Councillors must undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 13b)	On Election to Office
All Councillors to attend Basic Local Government Finance (Advanced Local Government Finance is also available)	Every 5 years
Councillors elected as Chairman or Vice Chairman to attend Chairing Skills Training	On election
Councillors elected to a Staffing/Personnel Committee should attend training unless they are already qualified in the subject	On election to the Committee and as and when required
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
All Councillors are encouraged to complete a skills audit to identify training needs.	On Election to Office (or as and when required)
All Councillors encouraged to read the following publications: <ul style="list-style-type: none"> • The Good Councillors Guide • Governance and Accountability – A Practitioners Guide 	On Election to Office

- d) In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for councillors and staff to attain going forward from the publication of this initial training plan.

3. Delivery

- a) The Council recognises that because of its size most formal training will be provided by external bodies. Therefore, close links have been established with various external training providers, including One Voice Wales.
- b) Training will be provided either in person, virtually or online.
- c) The Council will set a budget annually specifically for Councillors & Staff Training.

4. Costs

- a) For the financial year 2022/23 the council has provided a Training Budget of £2,500.

5. Review

- a) Under section 67(4) of the 2021 Act there is a duty on councils to review their training plan from time to time.
- b) As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors
- c) In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.
- d) Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

6. Training Record

- a) This table will show what training has been undertaken during 2022/23

Type of Training	No. of Participants	Cost

- b) Total Cost of Training for 2022/23 = £0.0000

Date of Draft 10.08.2022

Approved and adopted 28.09.2022