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LLANIDLOES TOWN COUNCIL TRAINING POLICY

1.0 Introduction

1.1 The purpose of training is to equip people with the necessary skills and knowledge to fulfil their role or do their job. Training is an investment in order to provide the services to the standards the council requires.

1.2 This policy will apply to staff, Councillors and volunteers.

2.0 The Policy

2.1 Statement of Intent

2.1.1 The Town Council strongly believes that its Councillors, staff and volunteers will be better equipped to provide excellent services to the Town if they are trained and developed in accordance with an annual training plan which is regularly reviewed to ensure that it is fit for purpose in the light of council objectives.

2.1.2 The Town Council also considers that the adequate provision of training and development opportunities will ensure that Councillors, staff and volunteers will be able to fulfil their duties efficiently, effectively and safely.

2.1.3 In order to provide training and development opportunities, the Town Council will allocate sufficient funds in a budget specified for this purpose, the level of which will be reviewed annually in the light of changing requirements.

2.1.4 It is not the intention to ensure that each and every Councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff

collectively, possess the knowledge and awareness they need to operate effectively.

Definition

2.2.1 Training is a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.

2.2.2 Learning can be categorised into the following:

- o Intuitive – learning which happens by chance and we may not be conscious of it
- o Incidental – learning by reflection on particular events or activities
- o Retrospective – a systematic approach to reflecting on activities and identifying what we learned from them
- o Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

2.3 Aims

2.3.1 The Council's training aims are:

- To improve the understanding of Members of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the community it serves
- To provide the necessary training to its staff and volunteers to ensure that they are able to undertake their respective roles
- To ensure an acceptable level of succession planning in order to:
 - o Ensure the Council can operate effectively following local elections and potential changes to the Council membership
 - o Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc.
 - o Ensure the Council is eligible to use the General Power of Competence if in place.
- To provide equality of opportunity for training and development

which is appropriate to roles.

- To meet the requirements of employment rights legislation.

2.4 Identifying the Needs

2.4.1 The overall Vision, Strategy and Business Plan set by the council will help determine the training needs of staff, Councillors and volunteers.

2.4.2 The training process will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of training can be demonstrated.

2.4.3 Individuals and their managers should identify personal training needs in relation to the Council Vision, Strategy, Business Plan and personal objectives.

2.4.4 Staff and volunteers will receive as part of the Council's Appraisal system a section to identify training and development needs

2.4.5 Councillors, Staff and volunteers will be expected and required to undertake mandatory training identified as such in statute, or in the council's own orders, regulations, and policies, or otherwise deemed mandatory by the Council (in the case of councillors) or by the Town Clerk (in the case of staff and volunteers), in order to fulfil their role.

2.4.6 The Council will publish an Annual Training Plan as required by Statute.

3.0 Areas for Training

3.1 Training and Development can be broken down into categories:

3.1.1 Induction – Staff, volunteers and Councillors will be provided with an induction pack which will be regularly updated and be reviewed annually at the same time as the training plan. This will include a briefing on the Council's business plan and its work in progress.

3.1.2 Councillor training – training and development for Councillors is based on individual needs and organisational requirements in relation to the Democratic process.

3.1.3 Professional and Technical Training – the Town Clerk is responsible for prioritising and authorising such training in line with Council and

individual priorities. This includes professional qualifications.

3.1.4 Health & Safety – Training will be provided as part of staff, volunteers and Councillors induction and courses arranged according to the needs of the Council.

4.0 Training Methods

4.1 The Council will use a variety of methods to meet training needs:

4.1.1 In-house: this includes formal and informal briefings and on-the job training, instruction, reading, and mentoring

4.1.2 External Providers: this includes specialist providers (such as, but not exclusively, One Voice Wales and Society of Local Council Clerks) or academic institutions

4.1.3 Partnership: this includes training sources and offered by sector/ professional partners which may be shared across or by the sector/ profession

4.1.4 Conferences: this includes attendance at sector/ profession events where there is a clear thread of learning, development or networking.

5.0 Training Record

5.1 The Council will maintain, through the office of the Town Clerk, a record of all formal training undertaken by Councillors, staff and volunteers

5.2 The Councillor annual training record will be published as part of the Council's annual report.

6.0 Approvals

6.1 The content of the annual training plan shall be deemed to be approved training and approved duties and needs no other authority to or approval.

6.2 In addition, the Town Clerk shall have delegated powers over the training budget for staff and volunteers as specified in the Scheme of Delegation if in place.

7.0 Approved Budget, Fees and Expenses

7.1 Budget

7.1.1 The Council will include a budget for training for Councillors, staff and volunteers during the budget setting process, and such a budget shall be seen to be part of the statutory training plan.

7.1.2 In an election year the training budget must meet the needs of induction and other mandatory training of new Councillors at the start of, or early in, their term of office.

7.2 Fees, Materials and Time

7.2.1 Training fees and materials for training appropriate to role, job or development plan will be paid in full by the Council.

7.2.2 Training leave will be granted to staff or volunteers in order to undertake examinations where it is part of a training course, and pre-examination study leave granted of the same duration by agreement with the line manager.

7.3 Expenses

7.3.1 Employees nominated by the Council or Town Clerk to attend courses will have their expenses/fees paid in full by the Council.

7.3.2 Expenses and subsistence costs for Councillor training will be reimbursed at the current nationally agreed rates.

Llanidloes Town Council adopted this policy for Training at the Council meeting on 24 February 2025.

Review Date: February 2028.