**Training and Development Policy**

**Adopted Ordinary General Meeting 10/10/22**

1. **COMMITMENT TO TRAINING AND DEVELOPMENT**

Pontardawe Town Council is committed to the ongoing training and development to enable Members and employees to contribute to achieving the Council’s aims and objectives by providing the highest quality representation and services.

1. **OBJECTIVES**

The objectives of this Policy are to:

* Encourage Members and where necessary require employees to undertake appropriate training and development activities;
* Allocate training in a fair manner

1. **IDENTIFICATION OF TRAINING NEEDS**

3.1 There are various circumstances in which training needs may arise, such as:

* Legislative requirements e.g. first aid, fire safety, manual handling etc.
* Changes in legislation
* Changes in systems
* New or revised qualifications become available
* Accidents
* Professional error
* Introduction of new equipment
* New working methods and practices
* Complaints to the Council
* A request from a member of staff or councillor
* Devolved services / delivery of new services

3.2 **Employees:**

An employee who feels they have a training need should in the first instance discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs may arise at any point of the year and should be addressed as soon as possible. The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

**Current Mandatory Staff Training:**

Caretakers/Park Officer (Line Manager – Town Clerk)

Lone Working - £25 per course

Fire Safety (Biannually) - £15 per course

Clerk (Line Manager – Finance Committee ratified by full Council)

CiLCA (To be held at appointment or obtained as soon as possible following appointment) – Cost £350

Lone Working - £25 per course

Fire Safety (Biannually) - £15 per course

3.3 **Councillors:**

An Induction event should be arranged as soon as possible following an Election and a meeting with the Clerk, following a Co-Option in order to provide new Councillors with essential information about the role of the Councillor and the Council structure. At this meeting relevant forms can be signed, contact information obtained and a skills matrix completed in order to identify training requirements.

The Induction Event/ Meeting should include (but is not restricted to):

* The responsibilities and obligations the Council has in law
* The Council’s statutory powers and duties
* Key aspects of law affecting Councils such as equal opportunities and data protection
* Sources of advice
* Council standing Orders and Financial Regulations
* Role of the Councillor including the Code of Conduct, rules of debate and Declarations of Interest
* Meet the Team (The Chair, Deputy, Clerk, Employees, Volunteers)
* Councillor remuneration
* Training

Following Induction if a Councillor feels they have a training need they should discuss this in the first instance with the Town Clerk.

The Town Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are members of following the Annual Meeting.

On completing the training needs analyses, the results will be collated and reviewed by the Town Clerk. The Town Clerk will then take steps, to arrange any training required.

3.4 Recommended Councillor Courses

New Councillors (New Councillors are expected to complete the following free training)

1.All New Councillors should be provided with the online link to the One Voice Wales ‘New Councillor Induction’ – Free resource available via the One Voice Wales Website and held on the Members area of the Pontardawe Town Council website

2.Councillor Code of Conduct – Free resource available via the Welsh Government and One Voice Wales website and held on the Members area of the Pontardawe Town Council website

3. Social Media Training is also recommended for all new Councillors via the Welsh Local Government Association website – This is a free resource which is also available on the Members area of the Pontardawe Town Council website.

The following training although not mandatory is recommended:

One Voice Wales and Planning Aide dedicated training.

Details of all One Voice Wales training courses are advised to Councillors monthly by the Clerk however the following Courses may be of particular interest to new Councillors/Committee Members: (Cost £35 Per Member per Course)

**Newly Elected or Co-Opted Councillors**

Councillor Induction

The Council meeting

The Council

The Councillor

**Newly Elected Mayor/Deputy Mayor**

Chairperson training

**New and Refresher training – suggested for all Councillors within their term of office**

Understanding the Law

Code of Conduct

**Personnel Committee Members**

Council as an Employer

Health and Safety

**Finance Committee Members**

Local Government Finance

Advanced Local Government Finance (to be completed only once the Local Government Finance Course has been completed)

**Planning/Development Committee Members**

Community/Place Planning

Community Engagement

**Planning Committee Members**

Planning Aide Wales – Introduction to Planning (Cost £150 per 20 Licences)

1. **FINANCIAL IMPLICATIONS**

4.1All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources, however councillors training needs analyses will be taken into consideration. There is no specific budget for Training as these costs are dependent on the number of courses requested. Costs will be bourne from General Reserves.

4.2For approved courses such as CiLCA, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

4.3 The Council will pay the annual subscription to the Society of Local Council Clerks and One Voice Wales to enable staff and councillors to take advantage of training courses and conferences.

4.4 Travel Expenses will be available for Councillors and Staff who are required to attend training, Conferences and other Events on behalf of Council