

Presteigne and Norton Town Council

Training Policy

Purpose

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 Council's Services effectively, efficiently and safely.

The Local Government and Elections (Wales) Act 2021 has made it mandatory for all councils to produce and publish a Training Plan. The Town Council plan will be prepared annually by the Clerk for approval by the Council. A record of all training accessed will be maintained by the Clerk.

1. Staff Training

- a) The employee(s) of the Council is fundamental in all areas of its service delivery and development. Accordingly, it is essential that that the person(s) has the skills and knowledge to carry out their duties efficiently, effectively and safely.
- b) Staff have an annual appraisal and during this appraisal training needs are discussed and agreed. The Council welcomes personal development requests from its employee(s).
- c) To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, employees are required to notify their line manager of any areas of work in which they feel they require training.
- d) For certain tasks (especially those with a safety risk), certain training may, during a review, be agreed by the Council to be mandatory.
- e) The Council will set an annual Staff Training budget to facilitate training requested by the Clerk.

2. Councillor Training

- a) As the policies of the Town 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 subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training

opportunities and arranging agreed training. The Clerk will make Members aware of relevant conferences etc on an ongoing basis.

- c) There is an expectation placed on all councillors to attend relevant training or to have relevant experience. Courses considered to be of particular value for new/inexperienced Councillors are the following One Voice Wales modules –

Councillor Induction.

Code of Conduct.

Introduction to Council Finance.

Introduction to Council Law.

The above courses last for approximately 90 minutes each and can normally be attended online in the evenings so no travelling is needed.

- d) The Council will set an annual training budget to facilitate training of Councillors.

3. Delivery

- a) The Council recognises that because of its size most training will be provided by external bodies. Links have been established with various external training providers, including One Voice Wales.

4. Review, Feedback and Shared Learning

- a) Staff and Councillors are encouraged to share what they learn from training/conference that they have attended. This will benefit the Council as a whole and increases value for money.

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