

MAGOR WITH UNDY TOWN COUNCIL MAGOR GYDA CHYNGOR TREF UNDY

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Staff / Member Training Policy

Introduction

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

The plan should reflect the training needs of Council Members and Staff so that they have the required skills and knowledge to deliver the Council functions and its Mission Statement.

Purpose of the Training Plan

Planning for the provision of training shall be carried out proportionately in consideration of factors such as the activities undertaken by the Council, the current expertise of Councillors/ Clerk and the nature/significance of any training needs identified.

Overall the intention is that the preparation of a training plan would support a move towards Councillors with the relevant training to carry out their roles - as well as professional Clerks and other employees.

Training is important to both elected members and staff of the Town Council and should not be viewed as an additional piece of work but absolutely integral to the successful delivery of the Town Council's aims and objectives.

Training needs analysis

In order to determine the training priorities for the Council it is necessary to assess the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council. The Council will identify training needs through:

- Staff appraisal process
- Employee induction programmes
- Assessment of training needs of Committee members
- Regular review of new Government legislation and guidelines which will require training to meet changes
- The Town Clerk will follow the Continuing Professional Development programme recommended by the Society of Local Council Clerks
- Recommendations on Councillors training courses and conferences offered through One Voice Wales.

All Councillors are encouraged to attend training courses and there are areas which the council should ensure that it has sufficient skills and understanding, these are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales
- Financial Management and Governance.

In addition, the Council may wish to consider if there are new challenges and opportunities it wants to explore, such as those offered by the General Power of Competence.

A training needs analysis is detailed in Appendix A and its recommended that this is completed annually by each Councillor.

Magor with Undy Town Council is committed to developing its staff in order to assist the Council in achieving its aims and priorities.

Annual appraisal of staff shall be conducted by The Mayor/Deputy Mayor to ensure that training and development needs are identified and addressed.

The Clerk aided by established members of the Council shall guide and support the new members during their term of office.

Resource Implications

An allocation is made every year in the budget to fund training activities and the amount is reviewed annually, the budget for 2023/24 is £3,000.

All sponsored training must be appropriate to the needs of the Town Council, relevant to the individual’s role and subject to the availability of financial resources.

For approved courses, employees can expect the Town Council to sponsor course fees, examination fees and associated membership fees.

Measuring the impact of training attended.

Records of training by all elected members and staff will be kept and published and the impact of training will be measured through the Town Council’s service delivery outcomes.

Agreeing and publishing the training plan.

The training plan reflects the training needs of the Council and its plans for addressing those needs.

The plan is approved by Full Council prior to publication and will include as a minimum information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and
- The overall cost of the training

	Training session	Provider	Date	Information/cost
All Councillors	<ul style="list-style-type: none"> • THE COUNCIL • THE COUNCILLOR • THE COUNCIL AS AN EMPLOYER • UNDERSTANDING THE LAW • THE COUNCIL MEETING • LOCAL GOVERNMENT FINANCE • CODE OF CONDUCT 	One Voice Wales remote bespoke training session	As soon as practicable	All Councillors are encouraged to undertake the training courses offered by One Voice Wales at a cost of £35.00 per session per Councillor
Clerk/RFO	<ul style="list-style-type: none"> • NEW COUNCILLOR INDUCTION • THE COUNCIL • THE COUNCILLOR • THE COUNCIL AS AN EMPLOYER • UNDERSTANDING THE LAW • THE COUNCIL MEETING • LOCAL GOVERNMENT FINANCE • CODE OF CONDUCT 	One Voice Wales remote bespoke training session	As soon as practicable	Clerk should attempt to undertake training in these subject matters so as to
Clerk/RFO	<ul style="list-style-type: none"> • Continuing Professional Development (CPD) - specific courses 	As required	Progressive	The Clerk should achieve a Certificate in Local Council

	<p>identified during appraisal and throughout the year.</p> <ul style="list-style-type: none"> In house / online training is all aspects of H&S to include H&S, COSHH, Display Screen Equipment, Fire Precautions, Manual Handling, Loan Working 			Administration (CiLCA) as soon as practicable. Training webinars provided by Society of Local Council Clerks.
Councillors Clerk/RFO	<ul style="list-style-type: none"> One Voice Wales training sessions as advertised and identified by Members and the Clerk as benefitting. 	OVW Remote sessions	Progressive	All Councillors encouraged to undertake the training courses offered by One Voice Wales at a cost of £35.00 per session per Councillor
Litter Pickers	<ul style="list-style-type: none"> Health & Safety 	E-Learning	Annually	staff are required to undertake annual e-learning on Health and Safety in the workplace which includes: loan working, general Health and Safety awareness, Manual Handling, Covid Awareness, Cossh and Sharps.

Appendix A – Training needs analysis

Using the training modules that One Voice Wales³ offer you are asked to identify any skills or knowledge gaps that you may have and would like to improve.

Competency Key:

L – Low (training may be required to fulfil role),

M – Medium (training would assist in fulfilment of current role but not an immediate priority),

H –High (training is not required)

COUNCILLOR NAME/EMPLOYEE NAME.....

TRAINING TITLE	MODULE	COMPENTENCY LEVEL	PREFERRED DATE OF TRAINING SESSION
NEW COUNCILLOR INDUCTION			
THE COUNCIL	1		
THE COUNCILLOR	2		
THE COUNCIL AS AN EMPLOYER	3		
UNDERSTANDING THE LAW	4		
THE COUNCIL MEETING	5		
LOCAL GOVERNMENT FINANCE	6		
HEALTH AND SAFETY	7		

INTRO TO COMMUNITY ENGAGEMENT	8		
CODE OF CONDUCT	9		
CHAIRING SKILLS	10		
COMMUNITY EMERGENCY PLANNING	11		
CREATING A COMMUNITY PLAN	12		
COMMUNITY ENGAGEMENT pt II	13		
EQUALITY AND DIVERSITY	14		
INFORMATION MANAGEMENT	15		
USE OF IT, THE WEB AND SOCIAL MEDIA	16		
MAKING EFFECTIVE GRANT APPLICATIONS	17		
EFFECTIVE STAFF MANAGEMENT	18		
DEVOLUTION OF SERVICES	19		
WELLBEING OF FUTURE GENERATIONS	20		
ADVANCED LG FINANCE	21		
UNDERSTANDING MEDIATION	22		
COMMUNITY ASSET TRANSFER	23		