



## **SALTNEY TOWN COUNCIL - TRAINING PLAN FOR EMPLOYEES AND COUNCILLORS**

### **PURPOSE AND SCOPE:**

1. Saltney Town Council aspires to be a competent and efficient Council. In order to achieve and maintain this level of performance the Town Council is committed to providing its employee and members with the necessary training and development opportunities to ensure that the Town Council can meet its aims and objectives.

2 Section 67 of the 2021 Local Government and Elections (Wales) Act requires Town and Community Councils to make and publish a plan about the training provision for its members and staff as it has been recognised that Town and Community Councils and their staff should seek to equip themselves to be as effective and as efficient as possible when exercising functions.

3 Therefore, the Town Council will ensure that staff and members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Town Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

4 The Town Council will commit itself to the following:

- To develop employee and members to achieve the objectives of the Council.
- To regularly review the needs of training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

### **IDENTIFYING TRAINING NEEDS:**

5 Employees:

- Induction training and an employee's pack will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk would be desirable to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and/or the Society of Local Council Clerks. (SLCC)
- Training provided to be no less than the minimum requirement of Continuous Professional Development including attendance at professional conferences to keep abreast of new legislation and changes

- Employees are encouraged to be initiative-taking in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified through annual appraisals (detailed in Annex A), staff meetings and informal discussions in the light of the overall objectives of the Council.
- The appraisal for the Town Clerk will be carried out by the Mayor of the Council, and the Deputy Mayor and progress reported to the Personnel Committee
- Relevant additional training may be requested at any time.

**Members:**

6 As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. The only “mandatory” training is the Code of Conduct usually provided free of charge by Flintshire County Council. This may include in house training, corporate days and training which is a requirement for specific roles they carry out for example finance or chairing meetings.

- All newly elected members will receive an induction pack.
- Newly elected members are encouraged to attend Councillor Training. One Voice Wales training programmes are circulated to all members on a monthly basis.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis and other needs to be prioritised in line with the individual Member’s roles, Council policy and Council plans.
- A record of all training will be kept centrally and published on the Council’s website, as part of the requirement of the Local Government and Elections (Wales) Act 2021.
- Relevant additional training may be requested at any time.

7 The Council can also commit to offering support to its local area Town and Community Councils. The Town Council is committed to networking with other Councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils. Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation.
- Changes in systems and introduction of new equipment.
- New or revised qualifications become available.
- Accidents.
- Professional error.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.
- Devolved services / delivery of new services.

### **Training Resources/Providers:**

8 An annual budget will be set for employee training and Members training by the Council during the budget setting process. All employees or members attending training are entitled to claim travel expenses and subsistence allowances.

9 Training Providers for both employees and members will include: -

- Society of Local Council Clerks.
- One Voice Wales.
- Regional and national seminars/conferences.
- Planning Aid Wales
- Principal Authorities.
- In-house.

### **Evaluation and review of training:**

10 Evaluation will be reviewed by the Clerk and Responsible Financial Officer, and the Chairman of the Personnel Committee on an annual basis in September, each year and presented to the full Council to ensure sufficient resources are included in the budget process.

11 Training will be reviewed in light of any changes to legislation or new ways of working, new qualification requirements and new equipment etc.

12 Should the Town Council decide to appoint an admin assistant to the Clerk, employees will receive an annual appraisal by the Clerk and Responsible Financial Officer and any training needs identified will be sourced.

### **Recording:**

13 The Clerk and Responsible Financial Officer will maintain a record of training attended by staff and Councillors. Fees paid for by the Council will be recovered from staff and Councillors who leave the Council within two years of the training being completed.

14 The rates of recovery suggested are:

- Within 6 months – 100% of training fees.
- Between 6 -12 months – 50% of training fees.
- Between 12-24 months – 25% of training fees.

15 The costs can be recovered from staff and Councillors who fail to attend a course that is booked and paid for by the Council without good reason.