

# **Vale of Grwyney Community Council**

## **Training Policy**

### **Introduction**

The Vale of Grwyney Community Council believes ongoing training is necessary to ensure Councillors and employees are equipped with the skills and knowledge necessary to enable them to fulfil their roles by delivering 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. This will be prepared annually by the Clerk for approval by the Council and a record of the training received will be maintained by the Clerk.

### **The Policy**

The objectives of this policy are to:

- Encourage Councillors and employees to undertake appropriate training;
- Allocate training in a fair manner;
- Ensure all training is evaluated to assess its value

### **Identification of Training Needs**

Councillors and staff will be expected and required to undertake mandatory training identified as such in statute, or in the Council's standing orders, regulations and policies, or otherwise deemed mandatory by the council in order to fulfil their role. Training needs may arise due to a variety of reasons, these include:

- Change of legislation
- Legislative requirements e.g. first aid, fire safety, etc
- Accidents
- 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

When a Councillor identifies a training need they should discuss this with the Clerk who will assess the request and ascertain whether this is something all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis annually. This will encourage Councillors and staff to look at any personal development areas or knowledge gaps they wish to address and consider any training needs they may have. The results will be reviewed and training arranged as deemed appropriate.

## **Training**

The Council recognises that because of its size most formal training will be provided by external bodies. There are numerous organisations which provide sector specific training and events. These include One Voice Wales, The Society of Local Council Clerks and Planning Aid Wales. The Council also has links with other partners from whom training can be sourced, ie Powys County Council and PAVO.

When sourcing training from an external provider the Council will seek to obtain the best price and, if not available remotely, from the nearest location.

When a training need is identified the Clerk will consider the most effective and cost effective way in which it can be provided.

The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

## **Training Record**

The Clerk will maintain a record of all formal training undertaken by Councillors and staff.

## **Financial Implications**

The Council will set a budget annually specifically for Councillors and staff training. In an election year the training budget must include the cost of induction and other appropriate training for new Councillors at the start of, or early in, their term of office.

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.

When attending training outside of the boundaries of the Vale of Grwyney Councillors and staff may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Training fees will be paid in full by the council.

## **Review, Feedback and Shared Learning**

Councillors and staff are encouraged to evaluate training undertaken for effectiveness. With the exception of internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a short training report and return this to the Clerk.

Report forms will be reviewed annually to assess whether or not the training is suitable for another individual at a future date and to help ensure any key points taken from the training are learned and/or acted. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

Policy adopted by the Council on 21<sup>st</sup> November 2022