



Chepstow Town Council Staff / Member Training Policy

Introduction

Under section 67 of the Local Government and Elections (Wales) Act 2021¹ 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 training plan should reflect on, and address, whether the Council collectively has the skills and knowledge it needs to deliver its plans effectively.

Purpose of the Training Plan²

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities, undertaken by the Council, the current expertise of Councillors and Clerk and the nature and 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 and Deputy Town Clerk to 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.

¹ Local Government and Elections (Wales) Act 2021

² Chapter 5 - The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils.

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 to these 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 it is recommended that this is completed annually by each Councillor.

Chepstow Town Council is committed to developing its staff in order to assist the Council in achieving its aims and priorities and annual performance reviews ensure that training and development needs are identified on an ongoing basis.

The Council has a dedicated team of experienced and qualified staff therefore this knowledge and expertise will help guide and support the new members during the first 6 – 12 months of 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 2022/23 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 provided the Personnel Committee has permitted the training and Training Agreement has been signed between the employee and Town Council.

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

The following table sets out the initial training plan for 2022/23:

Who (number)	Training session	Method	Date	Information / cost	Outcome
All Councillors (19)	Code of Conduct	One Voice Wales remote bespoke training session	By end of July 2022		
All Councillors (19)	Induction	Clerk	By end of July 2022	Full member information pack issued which includes assets, finances, staffing structure, Good Councillors Guide etc.	
Finance Committee Members (9)	Local Government Finance	One Voice Wales remote training	31 st March 2023	All Members of the Committee to consider attendance at a cost of £35.00 each	
Personnel Committee Members (9)	The Council as an Employer	One Voice Wales remote training	31 st March 2023	All Members of the Committee to consider attendance at a cost of £35.00 each	
All Councillors (19)	Planning Training	Online with Planning Aid Wales	31 st March 2023	Fee of £150.00 allows all 19 Councillors to attend online training sessions in their own time.	
All Councillors (19)	One Voice Wales training sessions	Online training	Ongoing	All Councillors encouraged to undertake the training courses offered by One Voice Wales at a cost of £35.00 per session per Councillor	
Clerk to the Council and Responsible Finance Officer	<p>CPD - specific courses identified during appraisal and throughout the year.</p> <p>In house / online training is all aspects of H&S to include H&S, COSHH, Display Screen Equipment, Fire Precautions, Manual Handling, Loan Working</p>	Attendance at conferences and training webinars	<p>31st July 2023</p> <p>Annually</p>	<p>The Clerk holds two sector specific qualifications the Certificate in Local Council Administration (CiLCA) and Cert HE in Community Governance and Local Council Management. Training webinars provided by Society of Local Council Clerks at a cost of £30.00</p> <p>E-learning provided as part of H & S contract with Peninsula</p>	

Who (number)	Training session	Method	Date	Information / cost	Outcome
Deputy Town Clerk	CPD - specific courses identified during appraisal	Attendance at conferences and training webinars.	31 st March 2023	Training webinars provided by Society of Local Council Clerks at a cost of £30.00	
	CiLCA	Formal Qualification	31 st March 2023	The Deputy Clerk has over 20 years' local authority experience however, as this role requires the holder to deputise for the Clerk, will formalise their knowledge by completing CiLCA.	
	H & S training		Annually	As per the Clerk	
Community Projects Officer	CPD - specific courses identified during appraisal	Attendance at conferences and training webinars. Attendance at training specific to the role.	31 st March 2023	The Community Projects Officer holds CiLCA. Training webinars provided by Society of Local Council Clerks at a cost of £35.00	
	H & S training		Annually	As per the Clerk	
Administration Officer	CPD - specific courses identified during appraisal	Attendance at conferences and training webinars. Sector specific training courses following completion of probation	31 st March 2023	Training webinars provided by Society of Local Council Clerks at a cost of £35.00 Introduction to Local Council Administration (ILCA).	
	H & S training		Annually	As per the Clerk	
Mobile Hygiene Operatives (2) / Maintenance Operative (1)/ Caretakers (2)/ Street Cleansing Ops (2)	Health & Safety	E-Learning webinars	Annually	All maintenance 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)

Module	Level of competency	Training requested / completed
The Council		
The Councillor		
The Council as an Employer		
Understanding the Law		
Council meetings		
Local Government Finance		
Health and Safety		
Introduction to Community Engagement		
Code of Conduct		
Chairing Skills		
Community Emergency Planning		
Community / Place Planning		
Community Engagement Part 2		
Equality & Diversity		
Information Management		
Use of IT, Websites & Social Media		
Making Effective Grant Applications		
Managing your staff		
Devolution of Services		
Wellbeing of Future Generations Act 2016 / Sustainability		
Local Government Finance (Advanced)		
Mediation and Conciliation		

In addition, and in line with the Town Council's Vision, Members are asked to consider if there is any additional training they require:

Training	Level of Competency	Training requested / completed
<i>For Example: Carbon Literacy</i>		

³ <http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Training/Overview%20Modules%20Jan%202017%20ENG.pdf>