



Cyngor Tref Llangollen Town Council

Title:	Training Plan for Staff and Councillors.
Purpose:	To detail the Town Council's policies and procedures to be adopted regarding Training and Development for Staff and Councillors.
Owner:	Town Clerk.
Approved by:	Town Council.
Date:	2022.
Version Number:	1.0
Status:	Approved
Last review date :	

1. Purpose and scope

- 1.1 The Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2 Section 67 of the 2021 Local Government and Elections (Wales) Act requires community councils to make and publish a plan about the training provision for its members and staff as it has been recognised that City Town and Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions.
- 1.3 Therefore the Council will ensure that staff and members will be 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 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.
- 1.4 The Town Council will commit itself to the following:
 - To develop employees and members to achieve the objectives of the Town Council.
 - To regularly review the needs of, and to plan training and development for employees and members.
 - To regularly evaluate the investment in training and training budgets.

2. Identifying training needs.

- 2.1 Employees:
 - Induction training and an employee's folder 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 to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and the Society of Local Council Clerks. (SLCC).
- Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive 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 Town Mayor and Chair of the Human Resources Committee .
- Relevant additional training may be requested at any time.

2.2 Members.

As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. There is an expectation that a minimum of two days training sessions per annum will be undertaken by each Councillor. This may include in house training and training which is a requirement for specific roles they carry out.

- All newly elected members will receive an induction pack setting out the Town Council's policies and procedures.
- Newly elected members are encouraged to attend Councillor Training.
- Development activities based on schedule of competencies identified in Annex B will be used to populate individual Member learning and development plans Annex C.
- Each Councillor should make an assessment to identify their current competency level using a scale of 1-4 where 4 is fully proficient.
- Training prioritise will be focused on competency levels assessed as 1 or 2
- 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.
- All Member must complete a template annually and a record of all training will be kept centrally.
- Relevant additional training may be requested at any time.

2.3 The Town Council is also committed to offering support to its local area Community/Town 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

2.4 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

3. Training Resources/Providers.

3.1 An annual budget will be set for employee training and Members training by the Human Resources Committee and presented to Full Council. All employees or members attending training may claim travel expenses. The Town Council will ensure that membership fees for One Voice Wales, and SLCC are included annually in the budget.

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

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

4. Evaluation and review of training.

4.1 Evaluation will be through consideration of Training action plans Annex D which will be reviewed by the Human Resources 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.

4.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors Member learning and development plans, and from staff annual appraisals

5. Recording

5.1 The Clerk 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.

5.2 The rates of recovery are:
 Within 6 months – 100% of training fees.
 Between 6 -12 months – 50% of training fees.
 Between 12-24 months – 25% of training fees.

5.3 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.

Annex A

General.

The council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Scheme are:-

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities.
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

Please return this form to your appraiser at the latest two weeks before your appraisal meeting.

PART A: Appraisee's Self-Evaluation - to be completed by you (the Appraisee).

PART B: Evaluation by Appraiser - to be completed by your line manager (the Appraiser).

PART C: Objective Setting and Training Needs Identified - to be discussed during the appraisal meeting and mutually agreed. The appraisee will fill in these sections after the meeting to show a clear understanding of what is expected. The appraiser will check these before signing the form.

PART D: Further Comments - to be completed by both parties before signing the form.

PART A: Appraisee's Self-Evaluation.

PREVIOUS OBJECTIVES:

To assist with your self-evaluation since your last appraisal, below are the details of the objectives you were set; please rate each objective accordingly as to how you feel you have progressed with each objective.

We discussed the town Clerk's rating of the objectives and took into consideration the impact of Covid on the delivery of these objectives in addition to the periods of the TC's sickness

<p>OBJECTIVES. (set at previous appraisal).</p>	<p>Rating: 1 = Not attempted. 2 = Attempted, not achieved. 3 = Achieved in part. 4 = Achieved in full. 5 = Exceeded expectations.</p>				
	1	2	3	4	5
			3		

<p>Do you feel that you have achieved your objectives? Do you feel you received adequate support in achieving them?</p>
<p> </p>

Overall, what do you feel has gone well in the last year? (Achievements and successes, including learning and development activity)
Are there any parts of your job description that you are not doing? Do you feel it is an accurate reflection of the role? (job description provided with the appraisal form).
What would/could help you improve? (including any help or support from your manager or any training and development)

PREVIOUS TRAINING NEEDS IDENTIFIED:

Below are the details of the training needs identified at your last appraisal; please state whether or not these have been undertaken.

TRAINING NEEDS IDENTIFIED. (as per previous appraisal)	Undertaken?	
	Yes	No

How effective was any training or development you received?

If there is anything further that you are wishing to raise at your appraisal meeting please use the space below to provide details. If it will help, please also attach any additional documentation that may assist in the discussions at the meeting.

PART B: Evaluation by Appraiser

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development.

Quality of Work	
Productivity	
Use of Initiative	
Team Skills	
Customer Care Skills	
Training Skills (if applicable)	
Supervisory Skills (if applicable)	

REVIEW OF THE APPRAISAL PERIOD:

Comments about the progress and/or achievements of the objectives set at the previous appraisal?
How effective do you think any training and development has been? What improvements have you noticed?
Areas, tasks or projects that the appraisee has undertaken particularly well?
Are there any areas of work currently requiring support, training, guidance or clarification?
What do you feel could be done to improve the appraisee's performance or skills further?
How do you see the job developing over the next year? Are there any tasks/responsibilities that can be delegated?

PART C: OBJECTIVE SETTING AND TRAINING NEEDS IDENTIFIED

OBJECTIVES Objectives should be S pecific, M easurable, A chievable, R ealistic, T imed	Target Date:

TRAINING & DEVELOPMENT Consider future potential and development, in particular highlight areas for training (specify whether attendance on a course or in-house training)	Target Date:

PART D: FURTHER COMMENTS

Comments by Appraisee
Comments by Appraiser

	Signed:	Date:
Appraisee		
Appraisers		

Annex B

Schedule of Competencies

Requirement	Knowledge and Skills	Effective Behaviours	Councillors	Town Clerk	Facilities officer
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.	All Members	Yes	Yes
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.	All Members	Yes	Yes
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.	Yes. Members with a specific interest in the subject encouraged to do more training	Yes	Yes
Conduct	Understanding of the ethical framework governing the work	Abides by the code of conduct at all times, always declares interests when	All Members	Yes	Yes

	of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity, transparency, and openness.	appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.			
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.	All Members	Yes	Yes
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.	Yes. Members with a specific interest in the subject encouraged to do more training	Yes	Yes

Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings, events on a regular basis, and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.	All Members	Yes	Yes but relevant to job role
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.	All Members	Yes	Yes but relevant to job role
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.	All Members	Yes	Yes but relevant to job role
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member	All Members		

	Understanding of the appointments process and interviewing skills.	of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.			
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.	All Members	Yes	Yes
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.	All Members	Yes	Yes
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.	Yes. Members with a specific interest in the subject encouraged to do more training	Yes	Yes but relevant to job role
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.	Yes. Members with a specific interest in the subject		

			encouraged to do more training		
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.	All Members	Yes	Yes
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the	Yes. Chairs encouraged to do more training		

		<p>committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>			
Civic Leadership	<p>In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.</p>	<p>Demonstrates high level communication, interpersonal and social skills.</p>	<p>Yes. Town Mayor and Deputy Town Mayor hairs encouraged to do more training</p>	<p>Yes</p>	

Annex C

Learning and Development Plan Template.

Name of Councillor					
Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences)	Priority (Put in Year)	Courses to attend	Date Course attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Clerk/Other Employees					
Health and Safety					
Continuing professional and personal development					

Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

Appendix D



Cyngor Tref Llangollen Town Council

Training Action Plan.

Members	
All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 5 years.
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 13b)	On Election to Office.
All Councillors shall undertake training on financial management and governance within 12 months of the delivery of their declaration of acceptance of office.	On Election to Office.
All Councillors will be required to complete members skills audit to identify training needs.	Annually.
All Councillors will be required to undertake a minimum of two days training on matters identify in their skills audit.	Annually.
On Election to Office the Town Mayor and all Committee Chairs will be required to undertake training on Chairing Skills.	On election to the Council / Committee and as and when required.
Councillors elected to the Human Resources Committee should attend training on the Council as an Employer unless they are already qualified in the subject.	On election to the Committee and as and when required.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities.	Annually
All Councillors encouraged to read the following publications: The Good Councillors Guide. Governance and Accountability – A Practitioners Guide	On Election to Office

Staff	
All new Staff to take Induction Training	On appointment.
Staff training needs to be identified through staff appraisals	Annually
All staff encouraged to read regular publications and update from SLCC, OVW and other specialist publications relevant to their roles and responsibilities	Monthly
All staff encouraged to attend training relevant to their position as identified by an annual appraisal	Annually

