

CYNGOR TREF CAERWYS

CAERWYS TOWN COUNCIL



Training & Development Policy

Councillors, Staff

& (Volunteers)

(1) Purpose and Scope

- (a) The Caerwys 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 its employee and Council Members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives. The Council employs one member of staff; a Clerk / Responsible Financial Officer. There are eleven Councillors who have been either elected or co-opted.
- (b) The Council will ensure that the Clerk 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.
- (c) Under the Local Government and Elections (Wales) Act 2021 (Section 67) the Community Council have adopted a Training plan for Staff and Members.
- (d) **The Council will commit itself to the following:**
- To develop its Clerk and Members to achieve the objectives of the Caerwys Town Council.
 - To regularly review the needs of, and to plan training and development for the Clerk and Members.
 - To regularly evaluate the investment in training and training budgets.

(2) Identifying Training Needs:


(a) Employees:

- ❖ Induction training and an employee's folder and or cloud access 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 Society of Local Council Clerks.

- ❖ (SLCC) Training provided to be no less than the minimum requirement of Continuous Professional Development.
- ❖ The Clerk is encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- ❖ The Clerk's training will also be identified through annual appraisals and informal discussions in the light of the overall objectives of the Council.
- ❖ The appraisal for the Clerk will be carried out by the Chair of Council at the end of each calendar year.
- ❖ Relevant additional training may be requested at any time.

(b) Council Members:

- A Member's folder and or cloud access will be provided for all newly elected and co-opted Members setting out the Caerwys Town Council's policies and procedures.
- Training requirements for Members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- All Members including co-opted members are required to attend mandatory training in relation to the Code of Conduct.
- 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

 The Council have adopted a separate training plan for both Clerk and Councillors

(c) Volunteers:

- The Council have a separate Volunteer Policy

(d) The Council is also committed to offering support to its local area Community / Town Councils. This 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

(e) Training Resources / Providers:

- An annual budget will be set for the Clerk and Members training and will be presented to full Council. The Clerk or Members attending training may claim travel expenses. The Council will ensure that membership fees for One Voice Wales and the Society of Local Council Clerk's are included annually in the budget.

(f) Training Providers for both Clerk and Members:

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

(g) Evaluation and review of training:

- ❖ This training and development policy is to be reviewed by the full Council on an annual basis and included in the budget process.

- ❖ All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process.
- ❖ 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, and from the Clerk identified during annual appraisals.
- ❖ The Clerk will maintain a record of training attended by themselves and Councillors. Fees paid for by the Council will be recovered from the Clerk and Councillors whom leave the Council within two years of the training being completed.

(h) The rates of recovery are:

- (i) Within 6 months – 100% of training fees.
- (ii) Between 6 -12 months – 50% of training fees.
- (iii) Between 12-24 months – 25% of training fees.
- (iv) The costs can be recovered from the Clerk and Councillors who fail to attend a course that is booked and paid for by the council without good reason.

(3) Staff appraisal process:

- The Clerk will have an annual appraisal, to be held in January (for the preceding year).
- The Clerk will receive at least two weeks' notice of the date and time of the scheduled appraisal.
- The Clerk will receive a copy of the previous year's appraisal record.
- The appraisal will consist of a meeting, during normal working hours, where the following topics will be discussed:
 - (i) A review of the last year's tasks and projects, including:
 - (ii) What went well
 - (iii) What could be improved
 - (iv) Improvement ideas for the Council
 - (v) Upcoming tasks for the year ahead
 - (vi) Training needs and requirements
 - (vii) Agreed Action Points for employee and employer
 - (viii) The appraisal for the Clerk will be carried out by the Chair of Council. An agreed written record of the appraisal will be recorded and signed by the Clerk and the Chair of Council. In addition to the annual appraisal process, the Clerk will have regular one to one meetings with the Chair of Council

(4) Training and Development Policy – Review

This policy will be reviewed with other Council policies, as a standard agenda item in October each year, or prior, if necessary.

This Training and Development Policy was adopted by Caerwys Town Council on Tuesday 15th November, 2022 - under Minute number: 7 (C). 248/22.