



Be kind



Bydawch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Training & Development Policy

Purpose

Cowbridge with Llanblethian Town Council is committed to encouraging councillors and staff to enhance their knowledge and qualifications, enabling them to make an effective contribution to the council's aims and objectives. Some training is required to ensure compliance with legal and statutory requirements. Appropriate training improves the skills and confidence of all councillors and staff and demonstrates that employees are valued.

1. Continuing Professional Development

- 1.1 Cowbridge with Llanblethian Council expects its senior staff to undertake a programme of continuing professional development (CPD) to comply with the requirements of their professional body.
- 1.2 The Town Council will subscribe to the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) each year to support its Members' CPD.
- 1.3 The Town Council will provide the most up-to-date copies of "Arnold-Baker on Local Council Administration", Knowles on Local Authority Meetings" and other text books recommended by the Town Clerk. These publications remain the property of the Council when the Town Clerk leaves its service.

2. Identification of Training Needs

- 2.1 Staff may highlight appropriate training they would like to attend as part of their appraisal discussions with the Town Clerk.
- 2.2 The Town Clerk will identify training needs for all staff, including the Town Clerk, and will submit her recommendations to the Staffing Committee for approval.
- 2.3 The Town Clerk may be aware of courses which may be relevant for the Council's responsibilities and requirements – for example:
 - a) Health & Safety;
 - b) Planning;
 - c) Finance & Risk Management;
 - d) Cyber security;
 - e) Chairmanship;

- f) Data Protection;
- g) Employment.

It is important to ensure that councillors and staff are aware of their legal responsibilities. The Town Clerk can make recommendations for relevant courses for councillors, which council can consider.

- 2.3 The Finance & Governance Committee will deliberate and make recommendations, with appropriate costs, for council to consider;
- 2.4 It is important that the Council considers its objectives, as well as the requirements of individuals, when identifying its training needs. The Council considers the draft proposals and will approve a final Training Plan. Consideration of the appropriate costs should be part of this process and included in the Budget Planning meetings in December each year.
- 2.5 Ad hoc training requirements, will be considered at the next available Finance & Governance meeting.
- 2.6 All councillors and staff are entitled to equal consideration for training opportunities, appropriate to their role, knowledge and experience.

3. Induction of new Councillors

The Town Clerk will issue a welcome pack to all new councillors. The pack will include:

- Contact details for the Councillors and the Town Clerk;
- The Good Councillor's Guide (Welsh Government);
- Code of Conduct;
- Standing Orders;
- Financial Regulations;
- Meetings Calendar;
- A list of all Council Policies;
- Any other relevant and current information.

4. Code of Conduct

- 4.1 All new councillors must attend Code of Conduct Training in the first six months of taking office.
- 4.2 It is a requirement of the Council's Code of Conduct that all councillors attend Code of Conduct training in each electoral term.

5. Financial Assistance

- 5.1 All training funded by the Council must be appropriate to the Council's requirements, relevant to the individual's role and is subject to the availability of financial resources.
- 5.2 In order to save costs, councillors and staff will be required to attend the nearest venue offering the training.

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- 5.3 For approved courses, the Council will fund:
- Course fees;
 - Examinations fees;
 - Membership fees for appropriate bodies;
 - One payment to re-take a failed examination;
 - Reasonable travelling & subsistence expenses to attend the appropriate venue.
- 5.4 If a councillor or staff member fails to attend a course or examination, they will be required to reimburse the Council. This requirement will only be waived by a resolution of Full Council, if a reasonable excuse is given and accepted. As an alternative, the Council may withdraw funding for future courses.
- 5.5 Any employee taking post-entry qualifications funded by the Council will be asked to repay all associated costs if they leave their employment with Cowbridge with Llanblethian Town Council within two years, unless they leave the Council's service by reason of redundancy.

6. Study Leave

- 6.1 Employees who undertake external qualifications, with the Council's approval, are entitled to the following:
- Study Leave to attend day-release or training courses;
 - Paid time off to sit examinations;
 - Study leave to revise of no more than one day per examination.
- 6.2 Study leave must be agreed with the Town Clerk or, in the case of the Town Clerk's leave, the Mayor, prior to taking leave.

7. Monitoring & Evaluation

- 7.1 The Town Clerk is required to monitor all expenditure for training and development against the budget. This will be reported to Council each month in the Finance Report.
- 7.2 The Town Clerk is required to keep a record of all training undertaken by councillors and staff. The Training Plan should be monitored and updated by the Town Clerk.
- 7.3 Councillors and staff will be asked to evaluate the training following the event, so that council can assess whether this is an appropriate use of its resources for future attendees. They will also be expected to report to and inform council so that any material is shared.

*Policy Adopted:
Next Review*