Manorbier Community Council Training Policy

The Council has a statutory duty, under section 67 of the Local Government and Elections (Wales) Act 2021, to make a plan setting out what it proposes to do to address the training needs of its Councillors and Staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and Staff possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and Staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of the Community Councillors to reflect the training needs resulting from changes to the Council Membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

A record of all training will be maintained by the Clerk.

Staff Training

a) The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.
b) Each member of staff has an annual appraisal, during this appraisal training needs are discussed and agreed.
c) Line managers will discuss and agree training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.
d) To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.
e) For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.
f) Line managers are responsible for keeping staff training records up to date.

Councillors Training

a) As the policies of the Community Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.
b) All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers. The Community Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

Delivery

a) The Council recognises that because of its size most formal training will be provided by external bodies.
b) Training will be provided either in person, virtually or online.

Costs

a) The Council will set a budget annually specifically for Councillors and Staff Training.

Review

a) Under section 67(4) of the 2021 Act there is a duty on Councils to review their training plan from time to time.
b) As a minimum this would be at least at every ordinary election of Community Councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of Community Councillors.
c) In practice, the plan is likely to require revising more frequently, for example, following a Council by-election or a new co-opted Councillor joining; staff changes; or taking on new responsibilities such as new services or assets.
d) Where a Council revises or replaces its training plan, under section 67(5) of the 2021 Act, the Council must publish the revised or new plan.

Manorbier Community Council

TRAINING PLAN

The Community Council adopted a Training and Development Policy in September 2023 and it now has a statutory duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do every year to address the training needs of Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and staff to have received the same training and develop the same expertise.

There are core areas to address to ensure the Council 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.

All Councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all Members accordingly. All Councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

All Councillors must undertake Code of Conduct Training at least once during the lifetime of a Council (i.e. 5 years from election to election). These courses are provided by One Voice Wales and Pembrokeshire County Council respectively.

In determining Councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the Council feels there is sufficient knowledge and experience across the Council for it to operate effectively going forward from May 2022. With regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, and certain health and safety training is mandatory and has to be undertaken at specified times.

In terms of the Council's immediate training plans these are set out as follows:

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WHO	WHAT	HOW	WHEN	COMMENTS
New and returning Councillors	Basic Induction Training	To be delivered by Council staff		
All Councillors	Code of Conduct Training	Formal Training by One Voice Wales and / or PCC		
All Chairs and Vice Chairs	Chairing Skills Module 10	Planning Aid Wales or other		
Chair and Vice Chair of Finance Working Party	Local Government Finance Module 21	One Voice Wales or other		Recommended that Finance Working Party Members should also attend this module.
All Councillors	Relevant Planning courses	Planning Aid Wales or other		
Chair and Vice Chair of Personnel Working Party	The Council as an Employer Module 3	One Voice Wales or other		
Clerk	Continuous Professional Development	Attendance at sector specific conferences, seminars and events		The Clerk is CiLCA qualified and is currently attending a financial management course relevant to the role
All other staff	Continuous Professional Development	Courses/events relevant to their role and all statutory requirements such as health and safety		