**MILFORD HAVEN TOWN COUNCIL**



**TRAINING AND DEVELOPMENT POLICY**

REV 1 (October 2022)

This Training and Development Policy is a requirement of The Local Government and Elections (Wales) Act 2021 : Statutory Guidance for Community and Town Councils – Section 67.

1. **INTRODUCTION :**

Milford Haven Town Council is committed to the on-going training and development of all employees and councillors and will encourage them to enhance their skills, knowledge and qualifications through training and development. Milford Haven Town Council will ensure necessary training is undertaken to comply with all legal and statutory requirements.

**2. IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS :**

An employee who feels they have a training need should in the first instance discuss this with the Town Clerk. Similarly, if it is felt that an employee needs training the Town Clerk will discuss that with the employee.

However, training needs may arise at any time and should be addressed as soon as possible.

If a councillor feels that they have a training need they should discuss this in the first instance with the Town Clerk. The Town Clerk will assess the request and ascertain whether other councillors would benefit form the requested training need. A training needs analysis with councillors should be taken as soon as practicable after the Annual General Meeting in May.

Training and development needs may occur because of the following :

(a) Legislative requirements

(b) Changes in legislation

(c) New working methods and practices

(d) New or revised qualifications become available

**3. NEW COUNCILLORS AND EMPLOYEES**

All new Councillors and employees will receive basic induction training in the workings of the Council, Council polices and governance. This will also include Council finance, health and safety and Code of Conduct training.

**4. PROCEDURES :**

4.1 Procedure for employees

(a) Providing a training need has been identified and agreed by the Town Clerk, training can take place providing there is sufficient funds in the training budget.

(b) If the identified training is mandatory and there is insufficient funds in the training budget the Town Clerk must get the necessary authority from Council for that training to take place.

4.2 Procedure for Councillors

(a) Providing a training need has been identified and agreed by the Town Clerk training can take place provided there is sufficient funds in the training budget.

(b) If there is insufficient funds in the training budget, the Town Clerk must obtain the necessary authority from Council before allowing that training to take place.

(c) If training has been agreed then the Town Clerk will make the necessary arrangements, for example, dates, times and location.

**5. FINANCIAL IMPLICATIONS:**

Training and development will be achieved by including a financial allocation within the annual budget (the Precept). The amount included will depend on the training needs that have been identified for the coming year.

When sourcing training from an external provider the Town Clerk will always seek to obtain the best price possible and where possible from a nearby location. For approved courses, Council will cover the full cost of the course.

**6. RECORD KEEPING :**

All training undertaken by employees and councillors will be recorded and kept on the relevant individual files.

**7. TRAINING METHODS**

There are different ways in which training and development can be achieved.

(a) Internally – using in-house expertise and knowledge and may include computer training on specific work procedures or legislation.

(b) Partnership – Society of Local Council Clerks (SLCC) for Town Clerk qualifications

(c) External Training Providers - Health and Safety training, First Aid and manual handling for employees and for Councillors training provided by One Voice Wales. One Voice Wales provides a monthly training programme which the Clerk forwards via email to all Councillors. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s).

(d) The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.

(e) Councils should ensure that Councillors and Staff have sufficient skills and understanding in all key areas. These include Induction for Councillors; the Code of Conduct for Members of Local Authorities in Wales; Financial Management and Governance for Councillors and the Certificate in Local Council Administration (CiLCA) for the Clerk

**8.TRAINING RECORD**

**LEARNING AND DEVELOPMENT PLAN (Employee)**

**Name of Employee……………………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Describe Relevant Competency** | **Assessed Competency Level (1-4)** | **Brief Description of Training Required (By reference to core competencies relevant to the role)** | **Priority (Put in Year)** | **Courses to attend** | **Date Course Attended** |
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**A separate form should be completed for each employee unless there are a group of employees with the same role and the same competencies associated with their role.**

**An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2**

**PROGRAMMING AND ESTIMATED COST OF TRAINING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses Identified as Needed (Title)** | **Role to which they relate** | **2022/23****Est Cost and No. of Courses** | **2023/24****Est Cost****and No. of Courses** | **2024/25****Est Cost****and No. of courses** | **2025/26****Est Cost****and No. of courses** | **2026/27****Est Cost****and No. of courses** | **Comments** |
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**MILFORD HAVEN TOWN COUNCIL**

**TRAINING PLAN**

**Date approved by Council: 24th October, 2022**

**Date of First Planned Review: November 2023**

*This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act*

This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Training to be arranged in 2022/23** | **Training to be arranged in 2023/24** | **Training to be arranged in 2024/25** | **Training to be arranged in 2025/26** | **Training to be arranged in 2026/27** |
| Cllrs: D. Abbott, K, Abbot, M. Allen, Mrs Beavis-Morrissey; V. Brown, M. Jones; B. Phillips; G. Woodham; M. Woodward | Code of Conduct |  |  |  |  |
| B. Phillips; C. Stevens | Chairing Skills |  |  |  |  |
| K. Gray; C. Stevens | The Council as an Employer |  |  |  |  |
| D. Abbot; Town Clerk | Understanding the Law |  |  |  |  |
| V. Brown | New Councillor Induction Training |  |  |  |  |
| M. Allen; B. Phillips | Planning |  |  |  |  |
| Clerk / Secretary | ILCA |  |  |  |  |
| Clerk | CiLCA |  |  |  |  |

Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods e.g., attendance at conferences of events

**ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR** (To be included in the annual budget for each of the next five years):

|  |  |  |
| --- | --- | --- |
| **Financial Year** | **Amount to be included in the budget at 2022 Prices (£)** | **Comments** |
| 2022/23 | £2000 (+£780 carried over) |  |
| 2023/24 | £2000 |  |
| 2024/25 |  |  |
| 2025/26 |  |  |
| 2026/27 |  |  |

Signed: Councillor K. Gray Date

Councillor K Gray, Mayor of Milford Haven 24th October 2022