



Bargoed Town Council

Training and Development Policy

In this document, training and development are defined as follows:

- **Training** is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace (ie. town council).
- **Development** is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

Introduction

The council is committed to providing employees and members with the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

Bargoed Town Council is committed to ensuring all members and employees are kept up to date with all new legislation.

To support this, funds are allocated to a training budget annually to enable staff and Members to attend training and conferences relevant to their office.

The council values the time given by its Members to their community and can maximise the benefits from that contribution by strengthening their community role.

Council's Commitment

To develop employees and members to achieve the objectives of the Council.

To regularly review the needs of, and to plan training and development for employees and members.

Training and Development Activity

All Councillors:

- Issued with an information folder upon their acceptance of office, which includes copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information which is deemed relevant by the Clerk.
- Given a copy of the Good Councillors Guide
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- The Mayor and Deputy Mayor are encouraged to attend the One Voice Wales Chairman's course upon acceptance of office.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training may be provided on an ad-hoc basis.

The Clerk & RFO:

- Encouraged to attend all relevant SLCC/OVW clerks training courses
- Provided with a contract of employment setting out clear objectives and expectations
- Receives an appraisal and salary review annually from the council or relevant committee
- Encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments
- Subscriptions to relevant publications and advice sessions
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Town Council
- Expenses for attending training courses and conferences
- The Council will ensure that membership fees for OVW, CCBCLC, SLCC are included annually in the budget

Training and Development for Volunteers

- Briefings on relevant health and safety matters and the scope of their work prior to starting;
- Assessment of their skill, knowledge and capacity to complete the task in hand;
- Briefing on the safe use of any equipment provided by the Council, and;
- Training for volunteers will not be beyond that which is deemed necessary for their role

Training Needs

Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the council.

Attendance of relevant local meetings such as Clerks forum and briefings

Training requirements for members will usually be identified by the Mayor and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.

Evaluation and review of training

The Clerk will maintain an updated training record for all Members and the Clerk

Following attending any training the person who attended will report back to the Clerk and Mayor on the relevance and effectiveness of the training supplied

Training will be reviewed in light of changes to legislation or any quality systems relevant to the council such as new equipment, complaints received or incidents which highlight training needs and requests from councillors or the clerk.

Policy approved on

R Paul 6/2/20

Signed:

R Paul

Next review date:

Feb 2023