

# OFFA Community Council

## Training Policy

### Purpose

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's Services effectively, efficiently and safely.

The Local Government and Elections (Wales) Act 2021 has made it mandatory for all councils to produce and publish a Training Plan. This will be prepared annually by the Clerk for approval by the Council. A record of all training accessed will be maintained by the Clerk.

### 1. 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. It will also be agreed whether the line manager or the member of staff is responsible for arranging training.
- 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.
- g) The Council will set an annual Staff Training budget to facilitate training requested by the Clerk.

## **2. Councillors Training**

- a) As the policies of the Town 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 subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.
- c) There is an expectation placed on all councillors to attend relevant training.

## **3. Delivery**

- a) The Council recognises that because of its size most formal training will be provided by external bodies. Therefore, close links have been established with various external training providers, including One Voice Wales.
- b) The Council will set a budget annually specifically for Councillors Training.

## **4. Review, Feedback and Shared Learning**

- a) Staff and Councillors are encouraged to evaluate training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.