

Bedwas, Trethomas & Machen Community Council



Training & Development Policy & Procedures

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Training & Development Policy

In a world in which the nature of work, the workplace, and the community it serves are changing at a relentless pace, Bedwas Trethomas & Machen (BTM) Community Council must respond to change. In the context of such rapid change, training and development plays a vital role.

BTM Community Council recognises that one of its most important resources is its staff, Councillors and volunteers. Therefore, it would encourage the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

BTM Community Council is committed to:

- providing employees, Members, and volunteers with access to necessary training and development opportunities based on equality of opportunity for all, to ensure that the Council are up to date with all legislation and can meet its aims and objectives to a high standard.
- regularly review the needs of, and to plan training and development for employees, Members and volunteers.

Training and development can be defined as follows:

- **Training**
Training is the process of learning the skills or knowledge or specifically addresses gaps in existing knowledge/skills needed for a particular job or activity, both of which are required for adequate performance in the workplace.
- **Development**
Development is the gradual growth or formation of skills, experience, behaviours and knowledge which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining performance.

Training courses which benefit the Council, provide relevant development opportunities and enable employees, Members and volunteers to perform their duties efficiently and effectively will be prioritised.

Members will be provided with opportunities during their induction and throughout their term as a Councillor to become familiar with their role and responsibilities and changes in legislation to develop themselves to better support the community they serve.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of their professional bodies. Employee training and development may be identified through formal and informal discussion, when reviewing job descriptions, at supervision and appraisals, and will be agreed in liaison with line management.

To support this, the Council will look to proactively offer financial assistance to support appropriate training and development programmes and will allocate a training budget annually.

Training and Development Procedure

1. Categories of training

➤ Statutory

This is required under legislation to ensure that all employees and Members are training the relevant level by statute.

➤ Occupational

This is required to acquire and refresh the knowledge and skills needed by an employee to carry out a role. There may also be occupational training requirements for Members who undertake specific tasks e.g., Chairing skills, staff appraisals and planning legislation.

➤ Vocational

This may not be required in the role but may be deemed beneficial as the skills, knowledge and qualifications obtained will add to the development of the Member, employee or volunteer, but are not included under statutory or occupational training.

2. Identification and Requests for Training & Development

- The Clerk will identify training and development for all Staff, including the Clerk, Councillors and volunteers. (see Appendix 1)
- The Clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs.
- All employees, Members and volunteers have the right to request training and each request will be considered on its own merit.
- All requests must be considered and agreed by the 'Finance, Employment & Policies Committee.'

3. Training Costs

The Clerk manages the training budget, which is agreed and delegated annually by Full Council. The Council will meet the cost of reasonable pre – agreed expenses for courses and examination fees for employees, Members, and volunteers. Failure to attend a re-booked course/exam may result in the individual being charged for the cost of the course. If an employee leaves the Council, except for redundancy or dismissal, within two years of receiving the training paid for by Council, they will be required to repay the cost. Failure to complete a training course due to lack of commitment or interest may result in the Council reclaiming the costs involved.

4. Training Time

The Council can make available time to employees to assist with time for training, study, courses and examinations. This must be agreed in advance. The Clerk will liaise with Members and volunteers to arrange suitable times for training at induction.

5. Training materials & resources

The Council will make materials and resources available for employees, Members and volunteers to assist with their training. Any study materials or resources provided remain the property of the Council and must be returned to the Council following its use. Failure to do so will result in the person being charged the full replacement cost.

6. Evaluation and review of training

The Clerk will maintain a training record of all training and development undertaken by all Members, employees and volunteers.

Following attendance at a training event, feedback on the quality, value, relevance and overall effectiveness should be provided to the Clerk. In the case of the Clerk, this should be provided to the Chair of the 'Finance, Employment & Policies Committee'.

The Clerk will provide a report annually to the 'Finance, Employment & Policies Committee' or all employee, Members and Volunteer training undertaken throughout the year.

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 Members or the Clerk.

APPENDIX 1

Examples of training and development for

Members

- 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 Councillor's Guide
 - Emailed all updates and newsletters which the Clerk receives and deems relevant.
 - The Chair and Vice Chair are encouraged to attend the One Voice Wales Chair Training 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
 - Encouraged to attend all relevant SLCC 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 Council.
 - Expenses for attending training courses and conferences.
 - The Council will ensure that membership fees for TCCLC and SLCC are included annually in the budget.
- 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.
 - Training for volunteers will not be beyond that which is deemed necessary for their role.