

**PEMBROKE TOWN COUNCIL**

# **TRAINING AND DEVELOPMENT POLICY**



**PEMBROKE TOWN COUNCIL**

**REV 1 (September 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 :**

Pembroke 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. Pembroke Town Council will ensure necessary training is undertaken to ensure compliance 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 from 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 policies 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.

**8. REVIEW :**

This Training and Development Policy was reviewed by Council for approval and adoption at the Council meeting held on September 8<sup>th</sup>. 2022. Further reviews will take place annually or if there is a change in legislation.

### *Training*

<b>Jones G H</b>	Code of Conduct	Jan 00
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Nicholas KN</b>	The Council as an Employer	Aug 22
	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Llewellyn P</b>	Code of Conduct	Nov 16
<b>Phillips M A</b>	The Council Meeting Module 5	Aug 22
	Code of Conduct	Aug 22
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Asman L</b>	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Blackburn R</b>	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Bush D</b>	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Mortenson A</b>	New Councillor Induction	Aug 22
	Code of Conduct	Aug 22
<b>Cooke A</b>	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
	Code of Conduct	Nov 16

<b>Grimes J</b>	Safeguarding Children, Young People & Adults	Jun 22
	Fire Safety Awareness	Jun 22
	Fraud Awareness	Jun 22
	Data Protection Essentials	Jun 22
	Safer Manual Handling	Jun 22
	Violence against Women, Domestic Abuse & Sexual Violence	Jun 22
	Workstation Assessment	Jun 22
	Equality in the Workplace	Jun 22
	Code of Conduct	May 22
	New Councillor Induction	Mar 22
	<b>Jenkins L</b>	The Council as an Employer
Code of Conduct		Aug 22
<b>Brinn A</b>	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Collins C</b>	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Evans D</b>	The Council as an Employer	Aug 22
	Code of Conduct	Nov 16
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Willington D</b>	New Councillor Induction	Aug 22
	Code of Conduct	Aug 22

<b>Suzie Thomas</b>	FILCA	Mar 22
	CILCA	Feb 17
	ILCA	Jul 16
	Level 3 Emergency First Aid at Work	Feb 22
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
	Code of Conduct	Nov 16
<b>Jayne Howes</b>	FILCA	Mar 22
	Level 3 Emergency First Aid at Work	Feb 22
	Safeguarding children young people & adults Tier One	Mar 20
<b>Rose Howson</b>	Level 3 Emergency First Aid at Work	Feb 22
	Manual Handling	Feb 22
	Basic safeguarding awareness session	Oct 18
	Safeguarding children young people & adults Tier One	Mar 20
<b>Simon McMullan</b>	Level 3 Emergency First Aid at Work	Feb 22
	Manual Handling	Feb 22
	Safeguarding children young people & adults Tier One	Mar 20
	NPTC Level 2 - Safe use of Pesticides	Aug 14
<b>Kaylee White</b>	Level 3 Emergency First Aid at Work	Feb 22
	Manual Handling	Feb 22

