



RHAYADER TOWN COUNCIL TRAINING AND DEVELOPMENT POLICY AND PROCEDURES

Introduction and Scope

The Local Government and Elections (Wales) Act 2021 requires Community Councils to produce and publish a Training Plan. A Training Plan was first adopted by the Council in November 2022 .

The purpose of the plan is to ensure councillors and employees are provided with a level of training to ensure they have the skills and knowledge to undertake their respective roles effectively. The Clerk will prepare a plan annually for Council approval and will maintain a record of all training undertaken.

Policy

All councillors and employees will be given the opportunity to attend relevant training and development opportunities offered through a variety of sources. Training will incorporate a number of core areas in addition to a broad understanding of relevant topics. Core areas include:

- Induction for new Councillors and employees
- Code of Conduct
- Financial Management and Governance
- The Good Councillors Guide

The Council will allocate sufficient funds in an annual training budget to ensure councillors and employees are able to attend training courses and events

It is recognised that not all councillors necessarily need to receive training in the same subjects but seek a situation where the Council as a body collectively possesses the required level of knowledge, skills and experience to operate effectively.

Procedures

- The Clerk will produce an annual training plan and maintain a record of all training undertaken
- The RFO will ensure specific funding is allocated in the Council Budget to facilitate training
- The Clerk will share information on all new training opportunities presented by One Voice Wales, Planning Aid Wales, Powys Association of Voluntary Organisations (PAVO), The Society for Local Council Clerks (SLCC) and other relevant bodies
- The Clerk will ensure Inductions are completed for all new Councillors and employees
- Councillors and employees can apply for training at any time through the Clerk
- Where specific requirements are noted, the Clerk will seek to identify relevant training courses.

Policy review

This Policy will be regularly monitored and reviewed:

- In accordance with changes in legislation or any changes made by the Council
- Following any issues or concerns raised with the Council
- In all other circumstances, annually