



Llantwit Major Town Council

TRAINING POLICY AND STATEMENT OF INTENT FOR COUNCILLORS AND EMPLOYEES

1. OBJECTIVE

The Town Council consists of elected Councillors and employs members of staff. The Town Council firmly believes that to be successful in delivering services to the public is to be properly trained to carry out our respective roles. The Town Council is committed in supporting Councillors and Employees through its training and development programme.

2. HOW DO WE IDENTIFY TRAINING NEEDS?

Through:

- Individual Training Programmes specific to the various roles (see employees' training Programme) Identifying further personal training needs of employees through the Staff Review and Development Programme. A record of training will be kept centrally and in personnel files
- Councillor and Employee Induction programmes
- Assessment of Training needs of Committee members (see Councillors' Training Programme)
- Regular review of new Government legislation and guidelines which will require training to meet changes
- The Town Clerk to follow the Continuing Professional Development programme recommended by the Society of Local Council Clerks
- Recommendations on Councillors training courses and conferences offered through the National Association of Local Councils

3. HOW IS TRAINING FUNDED?

Each year prior to budget setting the Town Clerk and Councillors will complete a training needs analysis to identify training needs for the following financial year and make recommendations to the Council for budget required to fulfil the council's commitment to training and development of its staff and councillors. Continuing Membership of SLCC will provide further opportunities for reduced training costs.

4. OUR INVOLVEMENT IN THE TRAINING STATEMENT OF INTENT

Continued learning and development will ensure the Town Council remains an effective organisation. Officers and Councillors will be encouraged to think about the skills they need to do

the job and make them known, staff will advise their line managers/ the Town Clerk. In addition, any essential training required for some post holders will be set out in an Employee Training Programme and or continuing professional development programme where appropriate.

5. WHAT WE CAN EXPECT FROM THE TRAINING PROGRAMMES

- To receive an Employee or Councillor induction to the post
- To have an identified and accessible Line Manager
- To receive regular supervision
- To be made aware of appropriate training and development opportunities
- To be encouraged to consider and identify your own developmental needs considering any specified skills for our posts and through supervision and discussions
- To discuss Personal development during the review with your Line Manager/Supervisor
- To have a record of any development/training undertaken
- To have access to relevant learning materials and reference books at the Town Council
- To take responsibility ourselves to maintain and improve our knowledge and skills.
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6. TRAINING PROGRAMME FOR EMPLOYEES

Town Clerk Induction, to include H&S, Risk Assessments, Mental Health Awareness for Managers, Stress Awareness for Managers, IOSH Managing Safely, Staff Handbook, Council Policies, ILCA/CiLCA, Community Governance, SLCC CPD programme any relevant management training

Office Based Staff	Frequency
New Starter Checklist	Upon joining the Council
Induction training to establish any further training needs in order that the employee may effectively use the office systems software.	Upon joining the Council & Annually
ILCA – provided through SLCC £120 + VAT	Option for new starters
Online training for Health and Safety to include individual responsibilities for health and safety, COSHH, Display Screen Equipment, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well-being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site-Specific Training.	Every two years
First Aid Training	Every three years
Staff Review and Development Schemes to highlight any further personal development and or training.	Annually

<p>Handyman</p> <p>First Aid Training</p> <p>Online training for Health & Safety provided by Ellis Whitman to include:</p> <ul style="list-style-type: none"> Asbestos Awareness Environmental Awareness Fire Safety Risk assessments Provisions and Use of equipment Safe working practices COSHH Awareness Working at Height Work Equipment Awareness Slips, Trips & Falls Awareness Risk Assessment Awareness Noise Awareness Lone Working Awareness Legionella Awareness <p>Basic Tree Survey & Inspection</p>	<p>Every 3 Years</p>
<p>Councillors</p> <p>Initial induction meeting prior to Annual Meeting to be conducted by Town Clerk – to also receive an information pack containing information about the Council, facilities run by the Town Council, the Council Standing Orders and Financial Regulations, important policies and procedures, powers and duties, Good Councillors Guide, OVW a Guide to being a Councillor and the Town Councils Members Handbook</p> <p>Code of Conduct – provided by Vale of Glamorgan Council FOC</p> <p>Planning Aid Wales – For members of the Planning Committee</p> <p>Finance Training</p> <p>Recommended:</p> <ul style="list-style-type: none"> Budget Planning & Precept Setting The role of internal Audit Risk Management Introduction to VAT for local Councils 	<p>Newly elected Councillors</p> <p>All Councillors (even if previously attended)</p> <p>Members of the Planning Committee</p>