



Neath Town Council
Cyngor Tref Castell-nedd

Training Policy

Neath Town Council is committed to providing excellent public services and meeting high standards.

Learning is an essential part of the development of Neath Town Council as a professionally run organisation and good employer.

This Training Schedule highlights the need to ensure the Council has the right skills and abilities in place, or access to those skills, to be able to deliver its community objectives. It also aims to establish a protocol for effective communication of the Town Council's activities and pertinent information for its training purposes.

Staff Training

Staff are supported in undertaking the training and development they need to help them achieve and maintain high levels of performance, and are given encouragement and support to achieve their full personal potential.

Commitment to Training - Staff

Neath Town Council is committed to providing the following training and development requirements:

- ✓ Induction programme;
- ✓ Health & Safety awareness and training;
- ✓ Annual staff objective setting with an in-year appraisal of performance and identification of training needs (January);
- ✓ Paid release from work commitments in order to undertake essential training, when necessary;
- ✓ Training and certification in accordance with all legal and statutory requirements according to the role;
- ✓ Attendance at conferences and seminars appropriate to the needs of the job;
- ✓ Support with work related Continuous Professional Development. Each member of staff will have their own personal training plan, when appropriate, post appraisal.

Training is arranged around the requirements of the organisation, the community needs and needs of the individual for their role.

Forward planning takes place to help meet current and future needs and achieve the Council's community objectives set out in their Annual Return and to develop the abilities and potential of individuals.

A training budget is available in each financial year to allow required training to take place. Workloads will take into account the time requirements of training courses and required study time. A range of training providers will be used in addition to in-house training.

Training Budget – Staff

A budget of £1000 is set aside for staff to cover online Statutory and Mandatory training via induction, this includes staff development.

Evaluation and Review - Staff

Neath Town Council seeks to ensure continuous improvement and learn from experiences to improve what it does. This includes completion and review of training evaluation sheets and training records.

The Town Clerk will manage the performance of each individual staff member to achieve the Town Council's objectives. The Policy & Personnel Committee reviews and manages the overall performance of the Council as a corporate body, including an annual review of overall performance management.

Councillor Training

Councillors are provided with an induction programme via the Town Clerk, on appointment. At this induction training, additional online training via One Voice Wales is also suggested and recommended.

Commitment to Training - Councillors

Neath Town Council have made Code of Conduct Training **mandatory** and therefore all Councillors must undertake this training twice per 5 year term. This will be scheduled with the Mayor and Town Clerk.

Additional Chair training for Mayor/Deputy Mayor, Chairs and Vice Chairs of both the Estates and Finance Committee is also recommended to ensure that those who are new to the Chair position, gain guidance and support on the skills required for the role.

Training for Members is available for specific Committee eg Finance Committee – the course, 'An introduction to Council Finance' is strongly recommended. All Members will be made aware of training available to them and also specific training will be identified by the Town Clerk which may assist with new Members or Chairs.

Training Budget - Councillor

Code of Conduct Training is available via NPTCBC Head of Legal and is free of charge. This is mandatory and must be completed twice in a term of office.

A budget for Online One Voice Wales Chair training for Mayor/Deputy Mayor, Chair and Vice Chair of Estates and Chair and Vice Chair of Finance is included. Chair training must be one of these.

A budget of an additional two core training sessions for each Member (in addition to the above where applicable) and delivered by One Voice Wales Online is included.

Suggested Councillor training via Clerk, NPTCBC Head of Legal Services and One Voice Wales Courses (Modules):-

Induction by Town Clerk on appointment after signing of the Acceptance of the Code of Conduct and Declaration of Interests

Recommended within one year.:

The Council - Module 1

The Councillor - Module 2

The Council Meeting - Module 5

Code of Conduct – NPTCBC Head of Legal Services

Finance Committee/Auditors

Local Government Finance - Module 6

Advanced Local Government Finance - Module 21

Personnel Committee

The Council as an Employer - Module 3

Equality & Diversity - Module 14

Effective Staff Management - Module 18

Chairs/Vice-chairs of Committees:

Chairing Skills - Module 10

Additional units optional for all Councillors

Understanding the Law - Module 4

Information Management - Module 15