Chepstow Town Council
Staff / Member Training Policy

Introduction

Under section 67 of the Local Government and Elections (Wales) Act 2021[1] the Council has a statutory duty to make and publish a plan setting out what it proposes to do to address the training needs of the councillors and staff.

The training plan should reflect on, and address, whether the Council collectively has the skills and knowledge it needs to deliver its plans effectively.

Purpose of the Training Plan[2]

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities, undertaken by the Council, the current expertise of Councillors and Clerk and the nature and significance of any training needs identified. Overall the intention is that the preparation of a training plan would support a move towards Councillors with the relevant training to carry out their roles - as well as professional Clerks and other employees.

Training is important to both elected members and staff of the Town Council and should not be viewed as an additional piece of work but absolutely integral to the successful delivery of the Town Council's aims and objectives.

Training needs analysis

In order to determine the training priorities for the Council it is necessary to assess the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council. The Council will identify training needs through:

- Staff appraisal process
- Employee induction programmes
- Assessment of training needs of Committee members
- Regular review of new Government legislation and guidelines which will require training to meet changes
- The Town Clerk and Deputy 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 One Voice Wales.

[1] Local Government and Elections (Wales) Act 2021
[2] Chapter 5 - The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils.

All Councillors are encouraged to attend training courses and there are areas which the council should ensure that it has sufficient skills and understanding, these are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales
- Financial Management and Governance.

In addition to these the Council may wish to consider if there are new challenges and opportunities it wants to explore, such as those offered by the General Power of Competence. A training needs analysis is detailed in Appendix A and its recommended that this is completed annually by each Councillor.

Chepstow Town Council is committed to developing its staff in order to assist the Council in achieving its aims and priorities and annual performance reviews ensure that training and development needs are identified on an ongoing basis.

The Council has a dedicated team of experienced and qualified staff therefore this knowledge and expertise will help guide and support the new members during the first 6 – 12 months of their term of office.

Resource Implications
An allocation is made every year in the budget to fund training activities and the amount is reviewed annually, the budget for 2025/26 is £1,000. All sponsored training must be appropriate to the needs of the Town Council, relevant to the individual's role and subject to the availability of financial resources.

For approved courses, employees can expect the Town Council to sponsor course fees, examination fees and associated membership fees provided the Personnel Committee has permitted the training and Training Agreement has been signed between the employee and Town Council.

Measuring the impact of training attended
Records of training by all elected members and staff will be kept and published and the impact of training will be measured through the Town Council's service delivery outcomes.

Agreeing and publishing the training plan
The training plan reflects the training needs of the Council and its plans for addressing those needs. The plan is approved by Full Council prior to publication and will include as a minimum information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and
- The overall cost of the training

The following table sets out the updated training plan for 2025/26:

Who (number)	Training session	Method	Date	Information / cost	Outcome
All Councillors (19)	Code of Conduct	One Voice Wales remote bespoke training session	Completed July 2022		
All Councillors (19)	Induction	Clerk	Completed July 2022	Full member information pack issued which includes assets, finances, staffing structure, Good Councillors Guide etc.	✓
Finance Committee Members (9)	Local Government Finance	One Voice Wales remote training	Ongoing	All Members of the Committee to consider attendance at a cost of £35.00 each	
Personnel Committee Members (9)	The Council as an Employer	One Voice Wales remote training	Ongoing	All Members of the Committee to consider attendance at a cost of £35.00 each	
All Councillors (19)	Planning Training	Online with Planning Aid Wales	Ongoing	Fee of £150.00 allows all 19 Councillors to attend online training sessions in their own time.	✓
All Councillors (19)	One Voice Wales training sessions	Online training	Ongoing	All Councillors encouraged to undertake the training courses offered by One Voice Wales at a cost of £35.00 per session per Councillor	
Clerk to the Council and Responsible Finance Officer	CPD - specific courses identified during appraisal and throughout the year. In house / online training is all aspects of H&S to include H&S, COSHH, Display Screen Equipment, Fire Precautions, Manual Handling, Loan Working	Attendance at conferences and training webinars	Ongoing Annually	The Clerk holds two sector specific qualifications the Certificate in Local Council Administration (CiLCA) and Cert HE in Community Governance and Local Council Management. Training webinars provided by Society of Local Council Clerks at a cost of £30.00 E-learning provided as part of H & S contract with Peninsula	

Who (number)	Training session	Method	Date	Information / cost	Outcome
Deputy Town Clerk	CPD - specific courses identified during appraisal H & S training	Attendance at conferences and training webinars.	ongoing Annually	Training webinars provided by Society of Local Council Clerks at a cost of £30.00 As per the Clerk	
Administration Officer	CPD - specific courses identified during appraisal H & S training	Attendance at conferences and training webinars. Sector specific training courses following completion of probation	ongoing Annually	Training webinars provided by Society of Local Council Clerks at a cost of £35.00 Introduction to Local Council Administration (ILCA). As per the Clerk	
Mobile Hygiene Operatives (2)	Health & Safety	E-Learning webinars	Annually	All maintenance staff are required to undertake annual e-learning on Health and Safety in the workplace which includes: lone working, general Health and Safety awareness, Manual Handling, Cossh and Sharps.	
Drill Hall Venue Administrator	Health & Safety	E-Learning	Annually following probation period	As per the Clerk	
Drill Hall Assistant	Health & Safety	E-Learning	Annually following probation period	As per the Clerk	