

Training Policy and Training Plan Mold Town Council



Adopted by Mold Town Council on 24th April 2024

Mold Town Council Training Policy

Introduction

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to set out the process to address the training needs of its Councillors, Staff and Volunteers.

A training plan has been designed to ensure that collectively, Councillors, Staff and Volunteers possess the knowledge and skills needed for the Council to operate its roles and duties effectively.

The training plan will be reviewed on an annual basis to ensure that it remains for Purpose and accounts for the changing needs of councillors and employees as well as well as any turnover of councillors or employees.

A record of all training will be maintained by the Town Clerk.

Training Policy

Mold Town Council aims to create an effective and efficient high standard of services for residents, visitors and businesses within the town. To achieve this the Council recognises the importance of training and development for both councillors and staff, based on equal opportunity to all.

Mold Town Council recognises that its most important resources is its employees and councillors are committed to encouraging both to enhance knowledge, qualifications and skills through further training and personal development.

Councillors will be provided with the opportunity to attend training at induction and throughout their term as councillors to increase understanding with changes to legislation, their roles as councillors and to develop themselves in order to better support the community of Mold.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervisions and appraisals and agreed via the Town Clerk as line manager.

Training Budget

The Staff training budget is agreed annually by the Full Council. The Town Clerk who manages the staff training budget as agreed and delegated by Full Council. Requests to increase the training budget must be made to the Personnel Committee. Requests made by the Town Clerk for training must go to the Personnel Committee who will make recommendations to the Full Council for agreement.

The Councillor training budget will be set on annual basis and agreed by Full Council. Throughout the years, requests to increase the councillor training budget may be made to the Personnel Committee, or Full Council.

The Council will meet the cost of reasonable expenses for: -

- Staff salary and other contractual benefits.
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course).
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government Service Pay and Conditions of Service. It is expected that if possible, all employees and councillors will use the cheapest form of transport available.

Requesting Training

All staff have the right to request training and each case will be considered on its own merit.

- The Town Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses.
- All request must be made in writing to the Town Clerk for consideration.
- Requests for training from the Town Clerk must be approved by the Personnel Committee or the Full Council.

Appeals

If a request for training is refused an appeal in writing should be made to the Town Clerk within 5 working days of the refusal giving reasons why the training is required. If this is not successful an appeal may be made again within 5 working days of the refusal by the Town Clerk to the Personnel Committee whose decision is final.

Repayment of training costs

If an employee leaves the employment of the Council, except for redundancy or dismissal within one year of receiving training paid for by the Council they will be required to repay a reasonable sum towards the cost of the training and any other costs involved i.e. travel costs.

Records

Records of all training undertaken by employees and councillors will be kept centrally on a training database and hard copies of certificates will be kept in personnel files. Staff and Councillors will be asked to provide feedback to the Town Clerk on the quality of the training they undertake, if they have any best practice or learning to highlight and the overall value and effectiveness of the training.

The Town Clerk will report annually to the Personnel Committee on progress detailing employee and councillor training attended throughout the year.

Review

Under section 67(4) of the 2021 Act there is a duty on Councils to review their training plan. Where the council revises or replaces its training plan, under section 67(5) of the 2021 Act, the Council must publish the revised new plan.

Estimated Training Costs

The Council is committed to investing in the training and development of its employees and councillors.

Budgeted costs for 5 staff and 16 councillors include:

Financial Year	Staff Training Budget	Staff Training Budget Spent	Councillor Training budget	Councillor Training Budget Spent	Comments
2023/24	£1,000	£1,675	£1,500	£0	Overspend on staff training due to new Town Clerk.
2024/25	£1,500		£1,500		
2025/26	£1,500		£1,500		

