



CYNGOR TREF Y DRENEWYDD A LLANLLWCHAEARN NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL*

TRAINING POLICY

1 Introduction

1.1 The purpose of training is to equip people with the necessary skills to fulfil their role or do their job. Training is an investment in order to provide the services to the standards the council requires.

1.2 This policy will apply to staff and councillors.

2. The Policy

2.1 The overall Vision and the Strategy set by the council will help determine the training needs of both Staff and councillors.

2.2 The training process will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of training can be demonstrated.

2.3 Individuals should identify personal training needs in relation to the Council's Strategy and personal objectives.

2.4 Staff will receive as part of the Council's Appraisal system a section to identify training and development needs.

2.5 Councillors and Staff will be expected and required to undertake mandatory training identified as such in statute, or in the council's own orders, regulations, and policies, or otherwise deemed mandatory by the Council (in the case of councillors) or Town Clerk (in the case of staff), in order to fulfil their role.

3. Areas of Training

3.1 Training and Development can be broken down into categories to aid understanding and organisation:

- Induction – Staff and Councillors are provided with an induction pack which will be regularly updated and be reviewed annually
- Councillor training – training and development for Councillors is based on individual needs and organisational requirements in relation to the Democratic process
- Professional and Technical Training – the Town Clerk is responsible for prioritising and authorising such training in line with Council and individual priorities
- Health & Safety – Training is provided as part of an employees' and Councillors induction and courses arranged according to the needs of the Council.

4. Approved Training Fees and Expenses

4.1 Fees

Training fees for training appropriate to role, job or development will be paid in full by the Council.

4.2 Expenses

- Employees nominated by the Council or Town Clerk to attend courses will have their expenses fees paid in full by the Council.
- Expenses and subsistence costs will be reimbursed at the current nationally agreed rates.

This Council adopted this Policy for Training at its Staffing Committee meeting on

.....9/2/16.....

Review Date = biannual

Amended or Reviewed	Date	Version No	Who
Approved	9/2/16	090216/1	Linda Woodward
Reviewed	20/2/17	090216/1	David Selby (Resources Chair)
Reviewed	21/5/18	090216/1	David Selby(Resources Chair)