CYNGOR TREF
LLANFYLLIN
TOWN COUNCIL

TRAINING POLICY

LLANFYLLIN TOWN COUNCIL

DOCUMENT REFERENCE: LTC-22

ADOPTED DATE: 16-JUL-2025

REVIEW DATE : JUL-26

Contents

1 Purpose of the Training Plan 2
2 Training Objectives 2
3 Core Training for All Councillors 2
4 Role-Specific Training 3
5 Monitoring and Evaluation 3
6 Budget and Resources 3
7 Review Cycle 4

1 Purpose of the Training Plan

This training plan outlines the approach the council will take to ensure councillors and staff have the knowledge and skills necessary to carry out their roles effectively and lawfully. This policy also supports the Council's arrangements for member induction and training in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021.

2 Induction of New Councillors

The Council recognises the importance of ensuring that all newly elected or co-opted councillors are appropriately inducted into their role as soon as practicable following election or co-option.

Induction is intended to support councillors in understanding the Council's statutory responsibilities, governance arrangements, and decision-making processes, and to enable them to fulfil their role effectively and in accordance with legislation and the Code of Conduct.

The induction process will normally include:

- an introduction to the role of the Council and its powers and duties
- the Code of Conduct and requirements relating to declarations of interest
- Standing Orders and Financial Regulations
- key policies and current priorities
- an overview of the role of the Town Clerk

Induction may be delivered through a combination of briefing sessions, written materials, and external training where appropriate.

3 Training Objectives

The training objectives are to

- Ensure all councillors understand their legal responsibilities.
- Improve governance, financial management, and decision-making.
- Enhance community engagement and transparency.
- Support staff development and continuing professional education.

4 Core Training for All Councillors

Name	Content Summary	Recommended Timeframe
The Role of the Councillor & Code of Conduct	Legal duties, ethical standards, declarations of interest	Within 6 weeks of election or co-option
The Council as a Corporate Body	Understanding council powers, standing orders, and procedures	Within 3 months
Understanding the Law & Finance for Councillors	Budgeting, precepts, audits, reserves, and financial regulations	Within 6 months
Introduction to Planning & Local Government	Planning framework, community input, and national policies (e.g. Well-being Act)	Within 6 months

5 Role-Specific Training

Role	Course Name	Content Summary
Chair/Vice-Chair	Chairing Skills	Leading meetings, maintaining order, inclusive participation
Finance Committee	Finance Management Advanced	Risk, audit trail, reserves, procurement best practices
Clerk	CiLCA Qualification	Professional certification and knowledge of procedures
Clerk & Council Staff	Health & Safety / Risk	Site visits, event planning, legal compliance
Project Leads	Grant Funding & Project Mgmt	Applying for grants, budget planning, project delivery

6 Monitoring and Evaluation

The council is committed to ensuring that all training undertaken is relevant, effective, and contributes to improved governance. The Town Clerk is responsible for coordinating member induction arrangements and maintaining appropriate records of induction and training undertaken. The following procedures will support the monitoring and evaluation of training activity:

- **Training Log:** A centralised training log will be maintained and updated by the Clerk. This log will include dates, course names, attendees, and training providers.
- **Attendance Records**: Councillors and staff are expected to attend scheduled training. Non-attendance must be justified and alternatives considered where necessary.
- **Annual Review**: The Clerk will prepare an annual report for the council outlining participation levels, key outcomes, and any identified training gaps.
- **Evaluation Forms**: All participants will complete post-training evaluation forms to assess content relevance, quality, and knowledge gained.
- **Knowledge Sharing**: Councillors and staff who attend training may be invited to share key takeaways in meetings or through written summaries.
- **Performance Appraisals** (Staff): Appraisals will be used to identify individual training and development needs aligned with council priorities.
- **Policy Compliance**: All training activities must align with this policy and the statutory obligations under the Local Government and Elections (Wales) Act 2021.

7 Budget and Resources

To ensure training and development is appropriately supported, the council will commit to the following:

- **Annual Training Budget:** A dedicated training budget will be proposed and agreed during the annual precept setting process. This budget will reflect expected training needs for councillors and staff.
- **Covered Costs:** The council will fund course fees, travel expenses, accommodation (if necessary), and course materials for all authorised training.

- **Prioritisation of Funding:** Priority will be given to mandatory and role-specific training. Discretionary training will be approved based on relevance and budget availability.
- **Value for Money:** The Clerk and Finance Committee will monitor spending to ensure that training providers deliver high-quality and cost-effective learning.
- **External Funding:** Where applicable, the council will seek grants or partnership opportunities to support training costs.
- **Training Resource Bank:** A central repository of training materials and resources will be maintained for ongoing learning and reference.

8 Review Cycle

Full Council will review this policy and plan annually or in response to major policy or legal changes.