



Pembroke Dock Town Council

Councillor Training Policy

As an organisation, Pembroke Dock Town Council wants to ensure its members have the knowledge required to serve their residents and this Council. Training is defined as a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.

What would be the aims of the training policy?

- To improve the understanding of Members, of their role as a local Councillor, the powers that are available to Council and how best to utilise the resources available to Council for the betterment of its residents.
- To provide the necessary training to its members to ensure that they are able to undertake their respective roles.
- To ensure there is an acceptable level of succession planning in order to:
 - Ensure the Council can operate effectively following local elections and potential changes to the Council membership
 - Ensure the Council can continue to operate during times where staff may be unavailable (ie holidays, sickness, staff turnover etc)

There are several ways in which the Town Council can support a Member's learning and development:

Literature

The Good Councillor Guide

Issued to Members on joining the Council

Or can be read online:

<http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF>

County Council

Code of Conduct for Members

All Members to have access to this Annually

External Providers

One Voice Wales offer training and these are split into individual modules for Councillors to pick areas that specifically will cover holes in their knowledge.

The modules available are:

The Council
The Councillor
The Council as an Employer
Understanding the Law
Council Meetings
Local Government Finance
Health & Safety
Introduction to Community Engagement

Code of Conduct
Chairing Skills
Community Emergency Planning
Community/Place Planning
Community Engagement Part II
Equality & Diversity
Information Management
Use of IT, Websites & Social Media

Making Effective Grant Applications
Managing your staff
Devolution of Services

Wellbeing of Future Generations Act 2016 /
Sustainability
Local Government Finance (Advanced)

Appendix 1 is the background information to each module.

Planning Aid Wales

For specific planning knowledge we can access sessions offered by Planning Aid Wales. They can offer generic sessions on subjects such as Responding to Planning Applications and how to maximise your influence as well as more specific sessions on the policies around the planning process. Planning Aid Wales can also offer advice on matters concerning the LDP and also Place Plans (could help with the Action Plan planning). There is a lot of free information on their website that Members can access.

The website can be found at <http://www.planningaidwales.org.uk/>

For the specific Place Plan help, the info can be found at <http://www.placeplans.org.uk/en/>

Learning Through Reading Publications

All Members to be encouraged to make use of access to all documents that are relevant to being a Town Councillor. These could include those already mentioned in this policy document plus:

- Being A Good Employer
- The Good Councillor's Guide to Finance and Transparency

Learning Through Online Resources

One Voice Wales have some online training modules that are free to access for Members. These short presentations cover:

Code of Conduct
Council as an Employer
Diversity and Inclusion
Health and Safety

Induction
Local Government Finance
Understanding the Law

These training modules are quite informative and can be accessed at a Member's convenience. These can be found at http://www.onevoicewales.org.uk/OVWeb/basic_online_training-7451.aspx

What costs might be involved?

One Voice Wales sessions at the member rate are £40.

Planning Aid Wales sessions vary in price dependant on what the subject is but are around £35.

Online modules offered by OVW are free to access.

Some literature is available online to read or to download for free.

Mandatory Training for Members

The Town Council has certain roles undertaken by Members for its committees and for Chairing the Council Meetings. These roles have additional responsibilities and it is therefore important that any Member who carries out one of the following additional roles undertakes the training that will benefit them during the term they hold the role:

If a Member nominates themselves or is nominated by others to be part of a Council Committee:

Personnel: Should undertake The Council as an Employer module
Finance: Should undertake Local Government Finance and/or Local Government Finance (Advanced) modules
Planning: Specific knowledge could be sought from Planning Aid Wales or a 1-1 from an Officer of the Town Council

If a Member is elected to the role of Mayor or Deputy Mayor or if a Member is elected to the Chair of a Council Committee, the Member should undertake the Chairing Skills module prior to taking up this role.

New Members should undertake The Council and The Councillor modules within the first 6 months of taking up their role.

New Members should undertake the Code of Conduct training within 6 months of becoming a Councillor.

All Members should be encouraged to read the Local Council Finance and Governance and Accountability. Members who sit on the Finance Committee should read this as soon as possible after being appointed to the committee.

If any Member of the Council volunteers or is nominated to lead on a specific project or Members have specific roles within the Action Plan planning, and they would benefit from additional knowledge to help them fulfil the project, then relevant training can be sought. This could be either a OVW module or from another source, ie Planning Aid Wales.

Members to be encouraged to attend conferences and training events (such as One Voice Wales or Independent Remuneration Panel events) as appropriate to members' and councils needs and responsibilities. Members who do this should be encouraged to feed back to other Members.