



TRAINING POLICY

REVIEWED AND APPROVED BY

FLINT TOWN COUNCIL

ON 20th APRIL 2026

Flint Town Council Training Policy

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to plan setting out what it proposes to do to address the training needs of its Councillors and Staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and Staff possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and Staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of the Town Councillors to reflect the training needs resulting from changes to the Council membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

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

Staff Training

- a) The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.
- b) Each member of staff has an annual appraisal, during this appraisal training needs are discussed and agreed.
- c) Line managers will discuss and agree training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.
- d) To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.
- e) For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.
- f) Line managers are responsible for keeping staff training records up to date.

Councillors Training

- a) As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.
- b) All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers. The Town Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

Delivery

- a) The Council recognises that because of its size most formal training will be provided by external bodies.
- b) Training will be provided either in person, virtually or online.

Costs

- a) The Council will set a budget annually specifically for Councillors & Staff Training.

Review

- a) Under section 67(4) of the 2021 Act there is a duty on Councils to review their training plan from time to time.
- b) As a minimum this would be at least at every ordinary election of Town Councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of Town Councillors
- c) In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.
- d) Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the Council must publish the revised or new plan.