



PRESTATYN TOWN COUNCIL

Member and Officer Training Policy & Plan

2026 – 2027

VERSION UPDATES

Version	Date	Section	Details of Change
V1	20.02.2026	New document	First draft

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference
V1	03.03.2026	Policy Review Sub-Committee	Agenda item 2 – approved
V1	08.04.2026	Finance & Management Committee	Deferred
V1	22.04.2026	Full Council	Formally approved

Signature: _____

Date: _____

Contents

VERSION UPDATES	2
APPROVALS AND DISTRIBUTION	2
INTRODUCTION	4
PURPOSE	4
TRAINING & DEVELOPMENT PLAN FOR OFFICERS 2025 – 2027	5
TRAINING & DEVELOPMENT PLAN FOR COUNCILLORS 2025 – 2027	6

INTRODUCTION

These policies and procedures were created by Prestatyn Town Council's (PTC) Staffing Sub-Committee on 27.01.2026 and approved by the Finance & Management Committee on 11.02.2026.

The terms 'staff' and 'officer' are used interchangeably in this document and are intended to convey the same meaning. The same is also true for the terms 'councillor' and 'member'.

PURPOSE

This policy aims to standardise and improve PTC's past approach to training for both Members and officers. The council has a legal duty to create a training plan and publicise this.

Council Members, officers and other employees need to maintain up-to-date knowledge of their functions and duties, therefore Prestatyn Town council (PTC) commits to support necessary agreed training and development and meet course expenses, and any travel and subsistence costs incurred, where agreed.

The Local Government and Elections (Wales) Act 2021 requires that:

1. A community [town] council must make and publish a plan (a "training plan") setting out its proposals in relation to the provision of training for:
 - a. the councillors of the council
 - b. the council's staff
2. A community [town] council must review its training plan from time to time
3. If a community council revises or replaces its training plan, it must publish the revised or new plan

Prestatyn Town Council has committed to performing a knowledge/skills audit and training needs analysis that will be undertaken (at a minimum) after each ordinary election and be reviewed/updated annually, or as needed, by the Town Clerk to inform the annual training plan.

This document contains a summary of the training to be undertaken by staff and councillors for the remainder the 2026 / 2027 municipal year.

TRAINING & DEVELOPMENT PLAN FOR OFFICERS

2025 – 2027

The below measures have been decided for implementation for all staff:

- Staff training plans would be accepted and utilised for all officers as 'Personal Development Plans' (see *PTC internal SARR Procedures for template*).
- These plans will be used as a basis for the bi-monthly staff reviews to streamline the staff review/appraisal processes, provide a clear understanding of what training and targets are expected of staff, by when and what the consequences for failure are.
- Training, where possible, will be team inclusive activities to encourage team cohesion, cooperation and communication.
- **Within the first 6 months of employment**, as a requirement to successfully complete a probation period:
 - Completion of the Introduction to Local Council Administration (ILCA) certificate; the cost and training time for which will be met by the council (e.g. 2 hours per week of employment time over 6 weeks or 1 hour per week over 12 weeks)
 - GDPR training
 - Risk Management training
 - Safeguarding (*with compulsory basic DBS checks – note: school governors and other roles will require enhanced DBS*)
 - PTC policy and procedures compliance training
 - Any other relevant training
- **Within the first 12 months of employment:**
 - Social media, press and website training
 - Defibrillator training
 - Event management (where relevant)
 - Any other relevant training
- Should an employee fail to be employed by PTC following probation, all qualification costs will be repaid to PTC by the employee as a contractual term.
- Alison.com (or other free training provider that provides CPD accredited courses) will be used where possible as a cost-saving means of providing staff with training.
- The staff training budget allowance can be used for team building exercises.

Additional training agreed for Town Clerk and Assistant Town Clerk:

- Completion within 12 months: Certificate in Local Council Administration (CiLCA)
 - *Provided by SLCC and paid for by Bursary (no impact to PTC's staff training budget)*

TRAINING & DEVELOPMENT PLAN FOR COUNCILLORS

2025 – 2027

The below measures have been decided for implementation for all council Members:

- **Within the first 6 months of appointment:**
 - New Councillor training
 - Code of Conduct training
 - Social media, press and website training
 - PTC policy and procedures compliance training (with emphasis on Standing Orders)
 - Risk Management training
 - Safeguarding (*with compulsory DBS checks*)
 - GDPR training
 - Well-being and Councillor Duties training
 - Any other relevant training
- In-house group training sessions will be provided for councillors at no cost.
- Alison (or other free training provider that provides CPD accredited courses), and the means to access this, will be provided for councillors who wish to gain CPD accreditation.
- Individualised training plans and details of available training sessions will be provided to councillors.