

National Training and Advisory Group

(a) Overall Purpose

The purpose of the National Training Advisory Group is to:

- Establish the demand for training for members and officers of Community and Town Councils and the availability of providers to meet the demand.
- Put in place an integrated training structure for the delivery of training in consultation with Local Councils.
- Consider the provision of appropriate training to members and staff of Local Councils and to provide any necessary support.
- Promote the development of a training culture in local councils.
- Act as a forum for the exchange of ideas on issues relating to the delivery of training including the identification and promotion of good practices.
- Ensure the quality and appropriateness of training undertaken by providers.
- Encourage investment in training.
- Promote the development of e-learning as an important tool in training and development.
- Encourage arrangements for the 'training for trainers' to facilitate the roll out of training/mentoring by an appropriate number of experienced and willing councillors and clerks.
- Assess legislation and national policy with respect to the implications for the capacity and capability of the sector.

(b) Status

Although meetings are supported by formal administrative arrangements, the group is largely an informal discussion group which exists to share information and advice and develop strategy.

(c) Membership

An appointed member of the One Voice Wales National Executive Committee, who acts as Chair of the group.

Chief Executives of One Voice Wales and the Society of Local Council Clerks.
Training Leads from One Voice Wales and the Society of Local Council Clerks.

Regional Training Officer, Society of Local Council Clerks.

Wales Policy Liaison Officer, Society of Local Council Clerks

Policy and Improvement Officer for Democratic Services, Welsh Local Government Association.

Two representatives from the Welsh Government

Representative from the National Association of Local Councils.

Co-option of other individuals whose expertise is required to support the work of the group.

Other bodies to be invited to attend when appropriate to include Audit Wales, Welsh Universities, De Montfort University, Public Services Ombudsman for Wales, and Planning Aid Wales.

(d) Frequency of Meetings

Meetings are usually held on a quarterly basis, though this can be subject to change.

(e) Quorum

N/A.

(f) Minutes

Minutes are taken of all meetings. Actions set out in the minutes are reported to the next meeting.

(g) Staff and National Executive Committee Member attendance

The Chief Executive and Deputy Chief Executive/Resources Manager will normally attend all meetings. A member of the One Voice Wales team will provide secretariat support. Other members of the One Voice Wales team can attend at the discretion of the Chief Executive. Meetings are chaired by the Chair of the National Executive Committee of One Voice Wales.

(h) Functions: Strategy and co-ordination

The group's work programme includes:

- Establishing the demand for training by members and staff of community and town councils, including their specific learning requirements. This could include undertaking a training needs assessment and/or focus groups.
- The identification of potential training providers to ensure as far as possible a wide geographical coverage.
- Establishing an agreed training strategy for local councils including appropriate structures for the delivery of training to members and staff and of 'training for trainers'; syllabuses for member and officer training; the methods by which training could be delivered; the mechanisms for updating existing training materials and for producing additional training materials, including e-learning materials; and to assign responsibility for aspects of the strategy.
- Promoting the importance of training and training budgets to local councils, their members, and staff, including the production of appropriate promotional materials.
- Considering arrangements for the monitoring and evaluation of the training undertaken, including the development of performance indicators.

(i) Performance

As the group is an informal body drawn from a number of organisations, formal performance review mechanisms are not usually required.

(j) Further delegation

As the group is an informal body drawn from a number of organisations, formal delegated powers are not usually required.

(k) Legal requirements

The group will adhere in all its deliberations to relevant legislation and will apply models of good practice in its work.

(l) Review

As the group is an informal body drawn from a number of organisations, formal review of its arrangements is not usually required.