



Agenda

Staffing Committee – Monday 9th February 2026 @ 5pm (via Zoom)

1. Welcome and Apologies for absence.

2. Declarations of Interest.

To receive disclosures of personal/prejudicial interests from Members:

Note: Members are requested to identify the item number and subject matter to which their interest relates and to signify the nature of the personal interest; and where Members withdraw from the meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chair when they leave.

3. Well-Being of Future Generations (Wales) Act 2015

To note the Well-Being of Future Generations (Wales) Act 2015 imposes a duty on public bodies including the Town Council to carry out sustainable development in accordance with the sustainable development principle and to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4. To consider a motion (if required) that by virtue of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Orders the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

5. Members are reminded that all matters discussed in Committee are confidential and should not be discussed with anyone else. If a Member discloses any information, they may be subject to a sanction under the Code of Conduct.
6. Chief Executive's Report.
 - 6.1 Updated Policies
 - 6.2 Museum Staff Update (TT/NB)

Committee Members

Councillor C. Thomas
Councillor C. Roberts
Councillor L. Tomkinson
Councillor L. Davies

Councillor S. Pritchard
Councillor A. Davies
Councillor H. Gronow



Tony Graham
Chief Executive/Town Clerk
2nd February 2026

The zoom link for the meeting is available on request by emailing info@pontypriddtowncouncil.gov.uk

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the meeting.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Chief Executive's Report Staffing Committee – February 2026

1. Updated Policies (pages 2-45)

As part of an ongoing governance review the Chief Executive has considered the current suite of staff related policies and recommends that the following draft policies be reviewed and if agreed recommended for adoption by Full Council. Once agreed/recommended they will be formatted to mirror current policies and put forward to Full Council for adoption.

The policies to be reviewed/recommended for adoption are:

- Appraisal Scheme
- Code of Conduct for Employees
- Dignity at Work
- Member-Officer Relations Protocol
- Stress Management
- Training and Development

DECISION REQUIRED:

To recommend that the above reviewed policies be adopted by Council.

2. Museum Staff Update (TT/NB)

The Chief Executive will provide a verbal update on various confidential staffing matters involving personnel and the future direction of the Museum.

DECISION REQUIRED:

To note the report.

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PONTYPRIDD TOWN COUNCIL
APPRAISAL SCHEME POLICY

Purpose

This appraisal scheme sets out how Pontypridd Town Council will review, support and develop its employees.

The Council will use appraisals to ensure staff performance aligns with the Council's objectives, values and statutory duties.

This scheme is intended to promote fairness, consistency and continuous improvement.

When this scheme applies

It applies to:

- all employees of Pontypridd Town Council
- full time, part time and permanent staff
- fixed term staff where contracts exceed six months

The scheme does not apply to agency workers or external contractors.

Principles

The Council will apply this scheme in line with good employment practice and ACAS guidance.

The Council will ensure that appraisal is:

- fair and objective
- evidence based
- supportive and developmental
- consistent across the organisation

- proportionate to the role

Purpose of appraisals

Appraisals exist to:

- review performance against agreed objectives
- clarify role expectations and priorities
- identify training and development needs
- support employee wellbeing
- inform workforce planning

Appraisal is not a disciplinary process.

Frequency

Line managers will carry out a formal appraisal annually.

If possible, a mid-year review must take place to monitor progress and update objectives.

New employees must receive a probationary review in line with their contract.

Roles and responsibilities

All employees will:

- engage constructively with the appraisal process
- prepare for appraisal meetings
- reflect honestly on performance and development needs

Line managers will:

- prepare fully for appraisal meetings
- provide clear and evidence-based feedback
- agree realistic objectives with the employee
- identify development and support needs
- keep accurate appraisal records

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure the scheme is applied consistently
- provide advice to managers
- monitor completion and quality of appraisals
- report compliance to the Staffing Committee as required

Objectives

Line managers will set objectives that are:

- clear and specific
- measurable where appropriate
- achievable within the role
- relevant to Council priorities
- time bound

Objectives may be amended during the year where service needs change.

Performance feedback

Line managers will give feedback that is:

- constructive and respectful
- balanced and evidence based
- focused on behaviours and outcomes

Line managers will address performance concerns early and clearly.

Training and development

Line managers will use appraisals to identify learning and development needs.

Development may include:

- formal training
- mentoring or coaching
- shadowing or secondments
- professional development

Training needs will be considered as part of service planning and budget setting.

Pay and grading

Appraisal outcomes may inform pay progression where this is permitted under NJC terms.

Appraisal alone does not determine regrading or contractual change.

Wellbeing and support

Line managers will use appraisals to discuss workload, wellbeing and support needs.

The Council will take reasonable steps to support employees to perform effectively.

Disagreements

If disagreement arises:

- you should attempt to resolve it informally
- unresolved issues may be reviewed by the Chief Executive / Town Clerk

You may attach written comments to the appraisal record.

Confidentiality and records

Appraisal records are confidential.

Records will be held securely in accordance with data protection requirements.

Access to an employee's appraisal is limited to the employee, line manager and the Chief Executive / Town Clerk.

Equality

You must apply this scheme without discrimination.

The Council will make reasonable adjustments where required.

Review of the scheme

The Council will review this appraisal scheme periodically.

Any amendments must be approved by Council.

Example of an Appraisal Form

The attached template will be used by line managers to carry out appraisals and is based on the ACAS recommended model.

PONTYPRIDD TOWN COUNCIL
CODE OF CONDUCT POLICY FOR EMPLOYEES

This code sets out the standards of conduct that apply to employees of Pontypridd Town Council.

It reflects the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001, which applies to relevant authorities in Wales.

It supports good governance and protects the Council, staff and the public.

Purpose

You must uphold the highest standards of conduct as an employee of Pontypridd Town Council.

You must act lawfully, professionally and with integrity at all times.

You must protect the reputation of the Council and maintain public trust.

When this code applies

It applies when:

- you are at work, including working from home
- you use Council systems, equipment or vehicles
- you deal with Councillors, the public, service users, suppliers or partners
- you represent the Council at meetings or events
- you use social media or communicate in a way that could reasonably be linked to your employment

Private conduct may be covered where it impacts your role or brings the Council into disrepute.

The principles

All employees are expected to:

- serve the Council as a whole
- provide honest and impartial advice
- implement lawful decisions and policies
- deliver services fairly and without bias
- act reasonably and according to the law

Accountability

You work for Pontypridd Town Council.

You are accountable to the Council through the Chief Executive / Town Clerk and your line manager.

You must follow lawful instructions and agreed procedures.

You must raise service risks or failures through management channels, without fear of recrimination.

Standards of behaviour

You must treat everyone with respect.

You must not bully, harass, intimidate or discriminate.

You must behave professionally in person, in writing, by email, by telephone and online.

You must comply with the Council's Equality policies and the law.

Political neutrality

You must serve all Councillors equally.

You must not allow personal political views to influence your work.

You must not use your role or Council resources to promote party political activity.

If your post is politically restricted, you must comply with the statutory restrictions on political activities.

Confidential information and data protection

You must treat Council information with care.

You must not disclose confidential or sensitive information unless authorised or legally required.

You must only share information with those who need it to do their job.

You must not use information gained through your employment for personal benefit, or to benefit others.

If you are unsure, you must seek advice from your line manager or the Chief Executive / Town Clerk before disclosure.

Use of position and Council resources

You must not use your position to secure private advantage.

You must use Council funds, property, equipment, IT systems and facilities responsibly and lawfully.

You must not use Council resources for personal use unless the Council has authorised it.

You must comply with the Council's ICT and records policies at all times.

Relationships with Councillors

Mutual respect between employees and Councillors is essential.

You must keep working relationships professional.

You must not become involved in political disputes.

You must refer inappropriate approaches, pressure, threats or attempts to influence employment matters to the Chief Executive / Town Clerk.

Service to the public

You must provide courteous, efficient and impartial service.

You must act consistently with Council policy and treat people fairly.

You must not show favouritism.

You must not misuse Council status to influence external decisions.

Personal interests and conflicts

You must not allow private interests to conflict with your public duties.

You must declare in writing any financial or non-financial interests that may create a conflict.

You must not misuse your role or information obtained through work to further personal interests, or the interests of family, friends or associates.

Gifts and hospitality

You must treat gifts and hospitality with caution.

You must not accept gifts or hospitality that could reasonably be seen to influence you.

You must declare gifts and hospitality offered or received in line with Council procedure.

You must refuse significant personal gifts from contractors or suppliers.

You may keep low value token items only where Council rules allow it and if approved by the Chief Executive / Town Clerk.

Procurement and contractors

You must award work and purchases on merit and fair competition.

You must declare any private or domestic relationship with a contractor or potential contractor to your line manager.

You must not give special favour in tendering or purchasing.

You must comply with Council financial regulations and procurement rules.

Recruitment and employment decisions

If you recruit, manage or influence employment decisions, you must act fairly and on merit.

You must not take part in decisions about appointment, discipline, promotion, pay or conditions for anyone you are related to or have a close personal relationship with.

Outside work and other commitments

You must not take outside employment or roles that conflict with Council interests.

You must declare any external work that could create a conflict, affect your availability, or create reputational risk.

You must follow Council rules on intellectual property and copyright created during your employment.

Private work connected to Council matters

You must not undertake private work that relates to matters likely to require Council consideration or approval, unless the Council has given prior written consent.

Social media and public communications

You must act professionally online.

You must not post content that undermines public confidence in the Council, breaches confidentiality, or harasses others.

You must not speak on behalf of the Council unless authorised.

If you identify yourself as a Council employee, your conduct must meet this code.

Whistleblowing and reporting concerns

If you believe conduct is illegal, improper, unethical, or inconsistent with this code, you must report it.

You must use the Council's reporting procedure. If the issue is with your line manager, you should speak to the Chief Executive / Town Clerk. If the matter concerns the Chief Executive, you should contact the Chair of the Staffing Committee or the Council Leader.

You have legal protections when you report qualifying concerns in the public interest.

Investigations and cooperation

You must cooperate with internal investigations.

You must comply with reasonable management instructions during an investigation.

Where a Monitoring Officer is investigating under statutory powers, you must comply with any lawful requirement made in connection with that investigation.

Breaches and enforcement

A breach of this code may result in management action.

Serious breaches may lead to disciplinary action, up to and including dismissal.

Criminal conduct may be reported to the police where appropriate.

The Chief Executive / Town Clerk will ensure staff receive a copy of this code as part of induction and whenever it is updated.

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.

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PONTYPRIDD TOWN COUNCIL

DIGNITY AT WORK POLICY

This policy sets a clear standard of behaviour at work and applies zero tolerance to bullying and harassment.

Purpose

Pontypridd Town Council is committed to a working environment where everyone is treated with dignity, respect and courtesy.

You must help create a workplace where people feel safe, supported and able to do their job.

The Council will take concerns seriously and act promptly.

When this policy applies

It applies to:

- all employees of Pontypridd Town Council
- all Councillors of Pontypridd Town Council
- contractors, agency staff and volunteers working for the Council
- members of the public when they engage with staff as part of Council business

It applies:

- at the workplace, including Council premises and sites
- at Council meetings and events
- during work related travel
- during training and conferences
- on phone calls, email and messaging

- online and on social media where conduct relates to Council business or working relationships

Bullying and harassment can arise in Councillor and Clerk relationships. Councils must treat this risk seriously as a governance issue.

The standard you must meet

You must:

- treat others with respect
- communicate professionally
- behave fairly and without discrimination
- challenge issues in a lawful and proportionate way
- not engage in conduct that humiliates, undermines or intimidates

You may disagree. You must not bully or harass.

What this policy covers

This policy covers:

- bullying
- harassment
- victimisation
- intimidation
- abusive or aggressive behaviour
- misuse of power or position
- online abuse linked to Council roles

It also covers unacceptable behaviour from third parties such as service users, visitors and contractors.

The Council will act to protect staff from third party harassment and abuse.

Definitions

Bullying

Bullying is offensive, intimidating, malicious, insulting or humiliating behaviour.

It may be a single incident or a pattern.

It often involves an abuse of power.

Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Victimisation

Victimisation is unfair treatment because someone has raised a concern, supported a complaint, or acted as a witness.

Examples of unacceptable behaviour

Examples include:

- shouting, swearing or insults
- personal attacks or ridicule

- spreading rumours or malicious allegations
- repeated unreasonable criticism that is not about performance
- excluding someone from work information or meetings without good reason
- threatening a person's job, reputation, or position
- undermining a person in front of others
- unwanted physical contact
- unwanted sexual comments or conduct
- discriminatory jokes, comments or stereotyping
- hostile or persistent messaging, including out of hours
- posting abusive comments online linked to Council roles

Reasonable management actions are not bullying when done properly.

This includes:

- giving lawful instructions
- setting standards and objectives
- addressing conduct or capability concerns using proper processes
- taking proportionate action to manage performance

Informal resolution

You should try to resolve concerns early.

Informal steps may include:

- asking the person to stop the behaviour
- a conversation supported by a manager

- agreed ground rules for communication
- a facilitated discussion

Informal resolution is not appropriate where conduct is serious, threatening, discriminatory, or where the employee feels unsafe.

Mediation may be suitable in some cases.

Formal procedure

If informal action is not suitable or has not worked, you may raise a formal complaint.

How to raise a complaint

You should submit a written complaint to the Chief Executive / Town Clerk.

If the complaint concerns the Chief Executive / Town Clerk, you should submit it to the Chair of the Staffing Committee in the first instance.

Your complaint should include:

- what happened
- dates, times and locations
- who was involved
- any witnesses
- any documents, messages, emails, or screenshots
- what outcome you seek

Time limits

You should raise concerns as soon as possible.

As a guide, you should raise concerns within three months of the incident.

The Council may still consider older matters where there is good reason or a continuing pattern.

Initial assessment

The Chief Executive / Town Clerk will assess:

- whether this policy applies
- whether interim measures are needed
- whether the matter should be handled under another policy

The Council may:

- proceed under this policy
- treat the matter as a grievance
- treat the matter as a disciplinary issue
- treat the matter as a safeguarding or criminal concern
- refer to an external adviser where needed

Investigation

The Council will appoint an investigating officer.

The investigation will be proportionate and fair.

The investigator will:

- meet the complainant
- meet the person complained about
- interview witnesses where relevant
- review evidence
- produce a written outcome report

The Council may appoint an external investigator where it is appropriate.

Interim measures

The Council may put interim measures in place to protect people and preserve evidence.

This may include:

- changes to reporting lines
- temporary changes to duties or location
- restricting contact between parties
- instructions about communications
- support arrangements

Interim measures are neutral. They are not a finding.

Outcomes and actions

Possible outcomes include:

- no case to answer
- informal management action
- mediation or facilitated resolution
- training, coaching or supervision
- written expectations and behavioural standards
- disciplinary action for employees, up to and including dismissal
- referral for Councillor conduct issues under the Councillor Code of Conduct process

Bullying and harassment by Councillors may breach the Model Code of Conduct and may be referred for local resolution or to the Public Services Ombudsman for Wales where appropriate.

Confidentiality

You must keep matters confidential.

The Council will share information only where necessary to manage the process and meet legal duties.

Confidentiality does not prevent you from seeking support, such as through a union representative or legal adviser.

Support

The Council will support those involved.

Support may include:

- a workplace supporter
- trade union representation
- wellbeing support and signposting
- adjustments to help someone remain at work

Witnesses

Witnesses must provide truthful accounts.

The Council will support witnesses and will not tolerate intimidation.

You must not pressure a witness.

Victimisation

The Council will not tolerate victimisation.

Any victimisation will be treated as misconduct.

Malicious complaints

The Council will not tolerate deliberately false or malicious complaints.

A complaint that is not upheld is not automatically malicious.

Records and data protection

The Council will keep records securely.

Access is limited to those who need it for governance and HR purposes.

The Council will retain records in line with its retention arrangements and data protection duties.

Roles and responsibilities

All employees

You must:

- treat others with dignity and respect
- report concerns promptly
- cooperate with any process

All Councillors

You must:

- model respectful behaviour

- avoid conduct that intimidates or undermines staff
- follow the Councillor Code of Conduct and local resolution arrangements

Line managers

You must:

- act quickly when concerns are raised
- keep clear notes of actions taken
- seek advice from the Chief Executive / Town Clerk where needed

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure this policy is applied consistently
- appoint an investigator where required
- ensure appropriate support is offered
- report anonymised learning to the Staffing Committee when deemed helpful

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.

PONTYPRIDD TOWN COUNCIL
MEMBER / OFFICER PROTOCOL

This protocol sets out how Councillors and officers will work together.

It supports effective governance, mutual respect and clear accountability.

Town and Community Councils across Wales use Member / Officer Protocols to reduce conflict, protect staff and support good decision making.

Purpose

This protocol explains what Councillors and officers can expect from each other.

You must follow this protocol to ensure the Council operates lawfully, professionally and effectively.

The protocol supports the Councillor Code of Conduct and the Employee Code of Conduct.

When this protocol applies

It applies when:

- Councillors and officers work together on Council business
- Councillors contact officers inside or outside meetings
- officers provide advice, reports or information
- Councillors engage with officers by email, phone, messaging or social media
- Councillors and officers represent the Council externally

It applies at all times when acting in your Council role.

Principles

You must work together in line with these principles:

- mutual respect
- trust and professionalism
- clarity of roles
- political neutrality of officers
- collective responsibility of the Council
- accountability through proper channels

Roles of Councillors

Councillors:

- set the strategic direction of the Council
- make decisions at properly convened meetings
- represent the community
- scrutinise performance and outcomes
- act collectively, not individually

You must not:

- direct officers in their day to day work
- involve yourself in operational management
- attempt to influence employment matters
- give instructions to officers outside agreed processes

Roles of officers

Officers:

- provide impartial, professional advice
- implement lawful Council decisions
- manage services and staff
- support the Council as a whole
- act with integrity and political neutrality

Officers must not:

- favour one Councillor or political view
- act outside delegated authority
- withhold relevant professional advice

The role of the Chief Executive / Town Clerk

The Town Clerk is the Council's chief officer.

They will:

- advise the Council on law, governance and procedure
- manage staff and resources
- implement Council decisions
- be the proper channel between Councillors and officers

All officers are accountable to the Chief Executive / Town Clerk.

Councillors must not bypass the Chief Executive / Town Clerk on staffing or management matters.

Respect and behaviour

You must treat each other with courtesy and respect.

You may challenge ideas and decisions. You must not attack individuals.

Bullying, harassment or intimidation is unacceptable.

Raising your voice, aggressive language, personal criticism or threats are breaches of this protocol.

Communication

You must communicate clearly and professionally.

Councillors should:

- make requests for information through the Chief Executive / Town Clerk or relevant manager when advised to do so by the Chief Executive / Town Clerk
- give reasonable time for responses
- respect officers' working hours

Officers should:

- respond promptly and helpfully
- explain constraints or limitations
- provide clear and accurate information

Persistent or excessive contact may be addressed as a conduct issue.

Advice and reports

Officers must provide honest and objective advice.

Advice may include professional opinion, options and risks.

Councillors must consider officer advice when making decisions.

If you choose not to follow advice, you must give clear reasons.

Decision making

Decisions are made by the Council or its committees.

Individual Councillors have no authority unless formally delegated.

Officers must not implement decisions that are unlawful.

Where legality or procedure is in doubt, the Chief Executive / Town Clerk will advise the Council.

Access to officers

Councillors should, in the first instance contact the Chief Executive / Town Clerk but when advised to do so they may contact officers for information relevant to their role.

Requests must relate to Council business.

Officers may decline requests that are:

- outside Council business
- unreasonable in scope
- operationally inappropriate
- contrary to this protocol

Any concerns should be referred to the Chief Executive / Town Clerk.

Confidentiality

You must respect confidentiality.

Officers must not disclose confidential information without authority.

Councillors must not pressure officers to disclose confidential matters.

Breach of confidentiality may be a disciplinary or conduct issue.

Political neutrality

Officers must remain politically neutral.

Councillors must not place officers under pressure to act politically.

Officers must not be drawn into political debate.

Employment matters

Only the Council, acting through proper procedures, may make employment decisions.

Councillors must not:

- attempt to discipline officers
- influence recruitment or pay decisions
- become involved in grievances or investigations

Any concerns about officers must be raised with the Chief Executive / Town Clerk.

External representation

When working with external bodies:

- Councillors represent Council policy
- officers support with professional advice

You must not present personal views as Council decisions.

Raising concerns

If issues arise between Councillors and officers:

- you should attempt informal resolution
- unresolved or serious issues should be raised with the Chief Executive / Town Clerk
- any matters that involve the Chief Executive / Town Clerk should be raised with the Chair of the Staffing Committee

Concerns about Councillor behaviour may be addressed under the Local Resolution Protocol or referred externally where appropriate.

Breaches

A breach of this protocol may result in:

- informal action
- training or mediation
- referral under the Councillor Code of Conduct
- disciplinary action for officers

This protocol does not replace statutory or contractual procedures.

Review

The Council will review this protocol periodically.

Any amendments must be approved by Council.

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PONTYPRIDD TOWN COUNCIL
STRESS MANAGEMENT POLICY

This policy sets out how Pontypridd Town Council will prevent, manage and reduce work related stress.

It reflects good practice used by Town and Community Councils across Wales and aligns with health and safety duties.

The Council recognises that unmanaged stress affects wellbeing, performance and service delivery.

Purpose

The Council is committed to promoting mental wellbeing at work and will take reasonable steps to prevent stress and support staff who experience it.

Stress will be treated as a health and safety issue, not a personal failing.

What is work related stress?

Work related stress occurs when the demands of work exceed a person's ability to cope.

Stress is not the same as pressure. Reasonable pressure can be positive. Prolonged or unmanaged pressure is harmful.

When this policy applies

It applies to:

- all employees of Pontypridd Town Council
- full time and part time staff
- permanent and fixed term staff

It applies to work undertaken on Council premises, remotely or at external locations.

Legal duties

The Council has a duty to:

- assess risks to health, including stress
- take reasonable steps to reduce those risks
- consult with employees on health and safety matters

Employees also have duties to take reasonable care of their own health and that of others.

Principles

You must manage stress through:

- early identification
- open communication
- reasonable workload management
- fair and supportive management
- timely intervention

The Council will act proportionately and reasonably.

Common causes of work related stress

Stress may arise from:

- excessive workload or unrealistic deadlines
- lack of role clarity
- change without support

- poor communication
- conflict or poor working relationships
- bullying or harassment
- lack of control over work
- lone working or high public contact roles

Stress can also be affected by factors outside work.

Responsibilities

Employees

You must:

- raise concerns about stress early
- engage in discussions about workload and support
- follow safe working practices
- make use of support offered

Line managers

You must:

- monitor workload and working hours
- hold regular one to one meetings
- encourage open discussion
- identify early signs of stress
- take concerns seriously
- take reasonable steps to reduce stressors

- keep appropriate records

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure this policy is implemented consistently
- ensure stress risk assessments are carried out where required
- support managers in managing stress
- review trends and learning
- report relevant issues to the Staffing Committee where appropriate

Recognising signs of stress

Signs may include:

- fatigue or low energy
- changes in behaviour or mood
- increased absence or lateness
- reduced performance or concentration
- irritability or withdrawal
- physical symptoms such as headaches or sleep problems

A single sign does not confirm stress. Patterns matter.

Risk assessment

The Council will carry out stress risk assessments where:

- stress is reported

- sickness absence is stress related
- workload or roles change significantly

Risk assessments will focus on work factors and practical actions.

Managing workload

Managers must ensure:

- workloads are reasonable
- priorities are clear
- deadlines are realistic
- staff take breaks and leave
- overtime is monitored

You must not routinely rely on excessive hours to deliver services.

Support and adjustments

Support may include:

- temporary adjustment of duties
- flexible working arrangements
- prioritisation of work
- additional supervision
- training or development
- referral to occupational health where appropriate

Adjustments will be considered on a case by case basis.

Sickness absence related to stress

Stress related absence will be managed sensitively.

The Council will maintain appropriate contact during absence.

Return to work discussions will focus on support and prevention.

Bullying and harassment

Bullying and harassment are known causes of stress.

Concerns must be addressed under the Dignity at Work Policy where appropriate.

The Council applies zero tolerance to bullying and harassment.

Confidentiality

Discussions about stress will be treated sensitively.

Information will be shared only where necessary to provide support or meet legal duties.

Raising concerns

You should raise concerns with:

- your line manager
- the Chief Executive / Town Clerk
- a trade union representative

If you feel unable to raise concerns with your manager, you may approach the Chief Executive / Town Clerk directly.

Training

Managers will receive guidance on managing stress and wellbeing.

Employees will be encouraged to develop resilience and healthy working practices.

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.

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PONTYPRIDD TOWN COUNCIL
TRAINING AND DEVELOPMENT POLICY

This policy sets out how Pontypridd Town Council will plan, deliver and review training and development.

It supports effective governance, high quality services and staff wellbeing.

The policy operates alongside the Council's approved Training Plan, which sets out priority learning needs and budgets.

Purpose

The Council is committed to investing in training and development.

Training will be used to ensure staff and Councillors have the skills, knowledge and confidence to carry out their roles effectively.

Training supports service delivery, compliance and continuous improvement.

Scope

This policy applies to:

- all employees of Pontypridd Town Council
- all Councillors of Pontypridd Town Council
- temporary staff where appropriate to the role

Different training requirements apply to different roles.

Principles

Training and development will be:

- aligned to Council priorities and the approved Training Plan

- proportionate to role and responsibility
- planned and budgeted
- fair and consistent
- regularly reviewed

Training is an investment and it should deliver value.

Training plan

The Council has approved a Training Plan.

The Training Plan:

- identifies statutory, mandatory and priority training
- aligns training to Council objectives and risks
- sets budget provision
- supports workforce planning and succession

You must have regard to the Training Plan when approving or requesting training.

Mandatory training

Mandatory training is training required by law, regulation or Council policy.

This may include:

- health and safety
- safeguarding
- data protection
- equality and dignity at work
- financial and governance training

- code of conduct training

You must complete mandatory training when required.

Role specific training

Role specific training supports effective performance.

This may include:

- professional qualifications
- technical skills
- management and leadership development
- specialist operational training

Role specific training must relate directly to duties.

Councillor training

Councillors are expected to undertake training relevant to their role.

This may include:

- induction training
- code of conduct training
- governance and finance
- committee specific training
- chairing and decision making

Failure to attend required training may be taken into account when allocating roles or responsibilities.

Responsibilities

Employees

You must:

- engage positively with training
 - identify development needs through appraisal
 - apply learning in the workplace
 - share learning where appropriate
-

Line managers

You must:

- identify training needs through supervision and appraisal
- support staff development
- ensure training requests align with the Training Plan
- monitor impact of training

The Chief Executive / Town Clerk

They will:

- oversee implementation of this policy
- manage the training budget
- approve training in line with the Training Plan
- ensure statutory training is delivered
- report training activity to the Staffing Committee and Council as required

Identifying training and/or development needs

Training and/or development needs will be identified through:

- appraisal and supervision
- service planning
- legislative or regulatory change
- audit or inspection findings
- new projects or responsibilities

Not all development needs require formal training.

Types of training

Training may include:

- formal courses
- workshops and seminars
- e-learning
- coaching or mentoring
- shadowing or peer learning
- conferences and briefings

The Council will select cost effective options where appropriate.

Approval of training

Training requests must be approved in advance.

Approval will consider:

- relevance to role

- alignment with the Training Plan
- cost and budget availability
- service impact

Attendance at training during working hours is subject to operational needs.

Funding and costs

The Council will fund approved training costs.

This may include course fees, travel and accommodation where agreed.

Where training leads to a qualification or significant investment, the Council may require a training agreement.

Evaluation

You must evaluate training to ensure it is effective.

Evaluation may include:

- feedback from attendees
- evidence of learning applied
- service improvement outcomes

Learning will inform future training plans.

Records

The Council will keep training records.

Records will be used to:

- monitor compliance
- plan future training

- demonstrate governance and workforce development

Records will be held securely.

Equality

Training opportunities will be offered fairly.

The Council will make reasonable adjustments to support access to training.

Review

The Council will review this policy periodically.

The Training Plan will be reviewed regularly and updated as required.

Any amendments to this policy must be approved by Council.

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