

Llanvaches Community Council

Staff / Member Training Policy

Introduction

Under section 67 of the Local Government and Elections (Wales) Act 2021¹ the Community Council has a statutory duty to make and publish a plan setting out what it proposes to do to address the training needs of the councillors and staff.

The training plan should reflect on, and address, whether the Community Council collectively has the skills and knowledge it needs to govern and deliver its plans effectively.

Purpose of the Training Plan²

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities, undertaken by the Council, the current expertise of Councillors and Clerk and the nature and significance of any training needs identified. Overall the intention is that the preparation of a training plan would support a move towards Councillors with the relevant training to carry out their roles - as well as professional Clerks and other employees.

Training is important to both elected members and staff of the Community Council and should not be viewed as an additional piece of work but absolutely integral to the successful governance and delivery of aims and objectives.

Training needs analysis

In order to determine the training priorities for the Council it is necessary to assess the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council. The Council will identify training needs through:

- Regular review of new Government legislation and guidelines which will require training to meet any changes.
- The Clerk to follow the Continuing Professional Development programme recommended by the Society of Local Council Clerks.
- Recommendations on Councillors training courses and conferences offered through One Voice Wales.

All Councillors are encouraged to attend training courses and there are areas which the Council should ensure that it has sufficient skills and understanding, these are:

¹ Local Government and Elections (Wales) Act 2021

² Chapter 5 - The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils.

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales
- Financial Management and Governance.

On joining the Council by election or co-option:

All new councillors will be given an information pack containing copies of the following documents:

- New councillor guide
- The Code of Conduct for community councillors
- Council's current Standing Orders and Financial Regulations
- A timetable of all the scheduled council meetings for the year

A training needs analysis is detailed in Appendix A and it's recommended that this is completed annually by each Councillor.

The Clerk holds two sector specific qualifications the Certificate in Local Council Administration (CiLCA) and Cert HE in Community Governance and Local Council Management and is able to guide and support the Council through its term of office.

Training Delivery

The Council recognises that because of its size it may not require formal training however it will regularly review the training courses provided by One Voice Wales.

Resource Implications

An allocation is made every year in the budget to fund training activities and the amount is reviewed annually, the budget for 2022/23 is £120.00 and there are free spaces available to each Council through One Voice Wales.

Measuring the impact of training attended

Records of training by all elected members and staff will be kept and published and those attending courses are encouraged to share their learning outcomes with the Council.

Agreeing and publishing the training plan

The training plan reflects the training needs of the Council and its plans for addressing those needs and is approved by Council prior to publication and will include as a minimum information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and
- The overall cost of the training

Appendix A – Training needs analysis

Using the [training modules](#) that One Voice Wales³ offer you are asked to identify any skills or knowledge gaps that you may have and would like to improve. Note that some will not be applicable due to the size of the Council.

Competency Key: L – Low (training may be required to fulfil role), M – Medium (training would assist in fulfilment of current role but not an immediate priority), H –High (training is not required)

Module	Level of competency	Training requested / completed
The Council		
The Councillor		
The Council as an Employer		
Understanding the Law		
Council meetings		
Local Government Finance		
Health and Safety		
Introduction to Community Engagement		
Code of Conduct		
Chairing Skills		
Community Emergency Planning		
Community / Place Planning		
Community Engagement Part 2		
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)		
Mediation and Conciliation		

³ <http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Training/Overview%20Modules%20Jan%202017%20ENG.pdf>