

## Training Plan

Section 67 of the Local Government and Elections (Wales) Act 2021 requires the Community Council to have a training plan setting out what it proposes to do to address the training needs of its councillors and staff.

The training plan is designed to ensure that councillors and employees possess the knowledge and awareness needed for the council to operate effectively.

After each ordinary election of community councillors, a new training plan must be put in place to reflect the training needs resulting from changes to council members and to provide for new councillors. The council will review the plan from time to time to keep it up to date and relevant.

### Council Employees

Annual performance appraisals identify individual training opportunities on an on-going basis. The Community Council is currently recruiting for a Clerk/RFO.

During their probationary period, the Clerk and Responsible Financial Officer (RFO) of the Community Council, if not already qualified, is expected to attain the following SLCC certificates:

- ILCA (Introduction to Local Council Administration) – 8 CPD points
- FILCA (Financial Introduction to Council Administration) – 8 CPD points

They will also be expected to attend SLCC's "Creating Accessible Word and PDF Documents" webinar.

On successful completion of the probationary period the Clerk & RFO will be expected to work towards the CiLCA qualification (Certificate in Local Council Administration) and, if considered appropriate, the Community Governance qualification.

The Clerk and RFO will be expected to attain a minimum of 12 Continuing Professional Development (CPD) points annually on average – or those required for the General Power of Competence once CiLCA is held. CPD activities include studying for qualifications, attendance at conferences and on short courses, and reading relevant publications. Clerks also learn from undertaking new activities and from contributing to the development of the sector.

CPD points provide a process by which employees can track, record and plan learning.

## Councillors

There are basic core areas to address to ensure the council members have sufficient understanding. These are:

- Basic induction for councillors – this can be provided by qualified council staff or by One Voice Wales and is particularly relevant to new councillors.
- The Code of Conduct for members of local authorities in Wales – these will be provided by One Voice Wales and all members should attend after each ordinary election.

Members are also encouraged to identify their own training needs and where a specific need is identified, members will be offered the opportunity to attend relevant training courses for the benefit of the council. The council may wish to consider if there are new challenges and opportunities to explore and may decide there are new skills for councillors and staff to attain going forward from the publication of this training plan.

