



Training Statement of Intent

This is the Training Policy of St Nicholas with Bonvilston Community Council.

The Community Council is committed to providing the necessary training and development opportunities to ensure the Council can fulfil its duties and responsibilities to a high standard. Funds are allocated to a training budget each year to enable employees and Members (Councillors) to attend training and conferences relevant to their office.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) to enable employees and Members to take advantage of their training courses and conferences.

All new administrative employees will be expected to undertake the 'ILCA' (Introduction to Local Council Administration) qualification and attend the SLCC's 'Creating Accessible Word and PDF Documents' webinar and will be expected to go on to take the 'CiLCA' and Community Governance qualifications.

The Council is responsible for monitoring and meeting the training needs of employees. The Clerk will be expected to attend all relevant training days whenever possible.

Members are encouraged to be proactive in identifying their own training and development needs, with the Clerk informing them of opportunities to attend courses. Where a specific need is established at a meeting of the Council, Members will be offered the opportunity to attend relevant training courses for the benefit of the Council.

Training will be particularly relevant for new councillors whenever they are elected or co-opted onto the Council. This should be appropriate to their needs and timely and should cover not only the operational activities of the council but also the various roles and responsibilities of Members and employees. New Members will receive an induction from the Clerk and be expected to attend Code of Conduct training. They will also be provided with a digital information pack containing the following documents:

1. Training Statement of Intent
2. The Good Councillor's Guide
3. The Standing Orders
4. The Code of Conduct
5. The Good Councillor's Guide to Finance and Transparency
6. Financial Regulations

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness.

Members and employees will be asked to report on all training courses attended, in order to identify whether there was anything learned that the Community Council can use and implement to improve its overall operating performance and effectiveness. This also enables the evaluation of value gained from the training paid for with public money.