

TRAINING PLAN 2022 / 2023
Adopted 21st September 2022

This training Plan was presented to the Valley Community Council at the September 2022 Meeting, to be considered, approved and adopted.

1. INTRODUCTION

Valley Community Council is committed to providing training for both its members and staff. This will enable them to not only undertake their respective roles for the betterment of both the Council and the Community it serves, but also the councillors' personal development.

2. TRAINING

Training is defined as a "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisation".

Learning can be categorised as follows:-

- Incidental – learning by reflection on particular events or activities
- Intuitive – learning which happens by chance and the individual may not be conscious of it
- Proactive – planning to learn from an activity, reflecting on it and planning to use what has been learned
- Retrospective – a system approach reflecting on activities and identifying lessons learned.

It is anticipated that member/staff learning will encompass the above.

3. TRAINING AIMS

The Council's aims are as follows:-

- To improve the understanding of its members, of their role as a Community Councillor, the powers available to the Community Council and how best to utilise the resources available to the Council which will maximise the benefits to the residents it serves.
- To provide good quality and essential training to its staff to ensure that they are able to undertake their roles effectively and with confidence.
- To ensure an acceptable level of succession planning, in order for:
 - a) The Council to be able to operate effectively following local elections and potential changes to the Council membership.
 - b) Ensure that the Council can continue to operate where the clerk may be unavailable (e.g. holidays, sickness, or turnover)

STAFF TRAINING PLAN

Any new clerk to take Induction Training/Follow an induction plan	On recruitment
Clerk to undertake a staff appraisal, to include identification of any training needs	Annually
Clerk to be encouraged to undertake any of the following training, subject to the availability of financial support:- a) ILCA – Introduction to Local Council Administration b) FILCA – Financial Introduction to Local Council Administration c) CILCA – Certificate in Local Council Administration	On-going
Clerk encouraged to read regular publications and updates from internet websites: <ul style="list-style-type: none"> • Society for Local Council Clerks (SLCC) • One Voice Wales 	Monthly
Clerk encouraged to attend training relevant to their position, particularly when there are changes in legislation.	On-going

COUNCIL

Council to allocate an annual training budget, which should be adequate to cover the provision of training activities, attendance at conferences and training publications for members and staff.	Annually, during budget setting process
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COUNCILLORS TRAINING

All Councillors to be provided with a New Members Induction Pack following Local Council Elections as soon as practicable after the date of the Declaration of Acceptance of Office Form has been received or earlier if possible.	Every 4 years
All Councillors are encouraged to identify their own training needs, particularly if members of committees e.g. finance committee, cemetery committee, parks committee. A list of training courses provided regularly by One Voice Wales to be circulated monthly to assist with this process.	Yearly in June with requests for training courses submitted to the clerk.
All Councillors strongly encouraged to attend training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On election/co-option to office.
All Councillors are encouraged to attend conferences and training events as appropriate to meet both their own and the Council's needs and responsibilities.	Annually in June
Councillors are encouraged to read the following publications, which will be circulated to them by the clerk. <ul style="list-style-type: none"> • The Good Councillors Guide • Governance and Accountability – A practitioners Guide 	On election-co-option to Office or when the documents have been updated.
Councillors are encouraged to make use of the One Voice Wales website in order to ensure that they are aware of any matters of importance to them.	On-going
Councillors are strongly encouraged to attend any webinars/sessions provided by the local County Council/Welsh Government and other organisations promoting training and good practise e.g. planning seminars.	On-going
Councillors are strongly encouraged to regularly view the One Voice Wales training courses circulated monthly	On-going

