



***Cyngor Cymuned
Llanarmon yn Iâl
Community
Council***

TRAINING PLAN

Reviewed May 2024

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Llanarmon yn Ial Training Plan/ Policy

From 2022 and ongoing reviewed May 2024

Purpose

The purpose of this Training Plan is to identify and deliver the training needs of all councillors and employees.

It provides a clear understanding of how the training needs will be identified, delivered and evaluated.

Llanarmon Community Council (LCC) is committed to ongoing training and development to enable members and employees to contribute to achieving the Council's aims and objectives by providing the highest quality representation and services. Section 67 of the 2021 Act requires community councils to publish a plan regarding training provision for its members and staff

Objective

To ensure the Council has the necessary skills amongst its councillors and employees to perform its statutory duties.

- To encourage and ensure Members and employees have the necessary skills to perform its statutory duties
- To undertake appropriate training and development activities.
- Allocate training in a fair manner.
- Ensure all training is evaluated to assess its value.

Identifying Training Needs

Training needs are identified through the completion of the Training Needs Analysis form - see Appendix 1. Its purpose is to highlight any gaps in knowledge, skills and abilities in order to source appropriate training to fill that gap.

The purpose of a skills audit is to look at competences across LFCC rather than individual councillors. There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. Health and Safety etc
- Changes in legislation
- Changes in systems

- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

Training requirements for the Clerk and Councillors should be identified by themselves and the Chair. Opportunities to attend courses will be brought to the attention of the council by the Clerk and Councillors are expected to self-assess where training would be of benefit. Training needs should not be left to be identified during an annual review - they may arise at any point of the year and should be addressed as soon as possible. However, the training need should also be reviewed and assessed annually against the objectives of the council, the responsibilities of the various roles and the development of employees and members.

Below is a list of examples of internal training that employees/councillors may benefit from:

- Councillor Induction
- Code of conduct
- Chairmanship
- Planning
- Standing Orders
- Council's Strategic Objectives
- Community Engagement
- Specific Council projects
- Finance, Governance and Budget Setting
- Disciplinary and Grievance procedures
- Appeals procedures
- Social media
- Applying for grant funding
- CiLCA

TRAINING METHODS

There are different ways in which training and development can be achieved.

- Internally - If training can be given utilising in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or council specific practices and legislation.
- Partnership - The Council has links with other partners where training can be sourced, such as through Monmouthshire County Council, One Voice Wales, Planning Aid Wales and other community & town Councils.
- Workshops/Seminars - Information is shared with employees and councillors, where relevant.
- Conferences - Details of conferences are shared with employees and councillors, where relevant.
- Professional Qualifications – Training can be sourced through a professional body and completed through the specific medium relevant to the qualification.
- External Training Providers - There are numerous training providers available. When sourcing training from an external provider, the council will always seek to obtain the best price where possible, from a nearby location. Upon identifying a training need, the employee/councillor and their line manager/clerk should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

Delivery

The most appropriate method of delivery will be used for each identified training need. This could be any one, or a combination of the following methods:

- On the job training
- Shadowing others
- Self-education through reading
- Webinars
- E-learning
- Formal face to face training and development courses run by specialist providers
- Professional qualifications
- Attending seminars
- Mentoring

Evaluation

On completion, those attending any form of training are to provide feedback to the Council in relation to its effectiveness. Attendance will be recorded on the training register and effectiveness in the minutes of meetings.

Funding

The Council will endeavour to take full advantage of any free resources and bursaries available before funding from its precept.

Each year as part of the annual budget setting process, LCC will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual review process will be taken into consideration.

All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources. The Council will pay the annual subscription to One Voice Wales to enable employees and councillors to take advantage of training courses and conferences.

Training Plan

1. The Clerk will undertake the necessary updates or refresher courses.
2. All Council members and Clerk are to attend/ complete a refresher course on the 'Code of Conduct' run by Denbighshire CC or One Voice Wales as soon as possible; within the first three months of taking office.
3. All Council members and Clerk are to self-educate themselves when the new 'Model Standing Orders' which are published by One Voice Wales as soon as possible; within the first three months of taking office.
4. Councillor's Individual training needs should be identified as soon as possible, and the most required training being attended/ completed within the first twelve months of taking office; with ongoing training attendance as agreed with the Chair.
5. All Councillors **WILL** complete ALL identified mandatory training needs within 12 months of joining;

CYNGOR CYMEITHAS – LLANARMON YN IAL – COMMUNITY COUNCIL

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor :

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Clerk/Other Employees					

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LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor :

Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee.....

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient.

Priority should be given to competency levels assessed as 1 or 2