

## **CYNWYL ELFED COMMUNITY COUNCIL TRAINING POLICY 2023/2024**

### **1. INTRODUCTION**

The Council has a statutory duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to make and publish a Training and Development Plan, setting out what it proposes to do to address the training needs of its Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed to operate effectively.

This training plan will allow training to be planned in a proportionate way, considering factors such as the activities undertaken by Cynwyl Elfed Community Council, what expertise the current Councillors and Clerk currently have, and identify the training and development needs required to carry out their roles. The training plan must be made within three months after each Ordinary Election of Community Councillors to the Council.

### **2. TRAINING PLAN for COUNCILLORS**

There are core areas to address to ensure all members of the Council have sufficient skills and understanding. These are:

- Basic Induction for Councillors
- The Code of Conduct for Councillors
- Financial Management and Governance

One Voice Wales provide a monthly itinerary of its courses. These are circulated by the Clerk to each member. Councillors are to identify their training needs and to contact the Clerk to book the training / event(s). Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.

- Councillors should familiarise themselves with the Welsh Government Publication "The Good Councillor Guide". Clerk has circulated this by e-mail.
- Councillors must undertake the Code of Conduct Training.

### **3. TRAINING PLAN FOR CLERK / RFO**

To ensure that the Clerk/RFO has sufficient skills and understanding to enable the Clerk to work effectively within their role, training courses are available via the SLCC website. Membership fees have to be paid to the SLCC in order for the Clerk to access this sector specific training.

- ILCA - Introduction to Local Council Administration Course - completed in 2021.
- ILCA To CILCA - to be completed 2023
- FILCA - to be completed 2023 - 2024

#### 4. TRAINING NEEDS TABLE

The Training needs for Cynwyl Elfed Community Council are set out in the table below:

\*\* indicates 2 free places available each year.

WHO	WHAT	HOW	WHEN	COMMENTS
NEW AND RETURNING COUNCILLORS	Basic Induction Training			TRAINING NEEDS TO BE REVIEWED EVERY 3 MONTHS FROM 30.06.23
NEW COUNCILLORS	New Councillor Induction			
ALL COUNCILLORS	Code of Conduct Training	Robert Edgecombe Carmarthenshire County Council	12/06/23 2 p.m. 24/07/23 6 p.m.	
ALL COUNCILLORS	Code of Conduct Training	One Voice Wales Module 9 **	By 31.12.23 optional if above course attended.	
ALL CHAIRS AND VICE CHAIRS	Chairing Skills	One Voice Wales Module 10	By 31.12.23	
ALL COUNCILLORS/ CLERK	Understanding Local Government Finance(Basic)	One Voice Wales Module 6 **		
ALL COUNCILLORS/ CLERK	Understanding Local Government Finance(Advanced)	One Voice Wales Module 21 **		
ALL COUNCILLORS/ CLERK	Understanding the Law	One Voice Wales Module 4 **		
ALL COUNCILLORS	Planning Aid Wales	Planning Aid Wales or other		
ALL COUNCILLORS/ CLERK	Council as Employer	One Voice Wales Module 3**		
CLERK	ILCA to CILCA	S.L.C.C.	By 31.12.23	
CLERK	FILCA	S.L.C.C.	During 2023/2024	