

# LLANBADARN FAWR COMMUNITY COUNCIL TRAINING PLAN

## Introduction

The regulations for Town and Community Councils set out in the Local Government and Elections (Wales) Act 2021 require an annual training plan which should be published each year with the first published by November 2022.

The Community Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel development.

This Training Plan was presented to the Council at the November 2022 Meeting to be reviewed, approved and adopted.

## Training

Training has been defined as "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 into the following:

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

It is anticipated that the council's learning will reflect many of the above. The Council has a significant focus on taking an 'Action Learning' approach at meetings and through sharing experience and skills gained outside the Council.

## Training Aims

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resources available to the Council for the good of the residents it serves.
2. To provide the necessary staff training to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of skills in order that:
4. the Council can operate effectively following local elections and potential changes to the Council membership.
5. the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)

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### Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff	Annually
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### Staff Training

New Staff to take Induction Training	As and when required
Staff to undertake staff appraisals to develop training needs	Annually
All staff encouraged to undertake the following, for which the Council will provide financial support: <ul style="list-style-type: none"> <li>• ILCA - Introduction to Local Council Administration</li> <li>• FILCA - Financial Introduction to Local Council Administration</li> <li>• CILCA - Certificate in Local Council Administration</li> </ul> All staff encouraged to attend training relevant to their position	On-going
All staff encouraged to read regular publications and update from internet Websites: <ul style="list-style-type: none"> <li>• SLCC</li> <li>• The Clerk</li> <li>• OVW</li> </ul>	Monthly

### Councillors' Training

Councillors to be provided with Basic Induction Information following Local Council Elections and/or co-option.	By November 2022
Councillors are encouraged to complete a skills audit to identify training needs	By November 2022 or within 6 months of Co-option
Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	On-going

Training to be made available to Councillors in the period to 31<sup>st</sup> May 2023:

Ref	Training	Delivered	Date
1	Induction for Councillors elected at the May 2022 elections	(see appendix A)	By 31 <sup>st</sup> May 2023
2	Code of Conduct	At Annual meeting	May 2022