



TRAINING AND DEVELOPMENT POLICY

Introduction

In order to assist the Council in achieving its aims, objectives, priorities and vision, we are committed to ensuring our Councillors and staff are trained to a high standard and kept up-to-date with all new legislation. To support this, funds are allocated to a training budget each year, to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

1. Policy statement

- 1.1. This policy is intended to ensure that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.
- 1.2. It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to community councils and to learn new skills, to promote partnership working and community engagement, in order to become effective Councillors and lead a modern and progressive Community Council of the future. Councillor and staff development is recognised to be an integral part of the Council's business.

2. Training and Development Activity

2.1 All Councillors:

- Induction session explaining the role of the Council, Councillors, Clerk, RFO and Assistant Clerk.
- Issued with an information folder upon their acceptance of office, which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Emailed any other training course details which may enhance their position.

2.2 The Clerk/RFO and Assistant Clerk:

- Induction session explaining the role of the Council, Councillors, Clerk, RFO and Assistant Clerk.

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant.
- Encouraged to gain the Certificate in Local Council Administration (CiLCA).
- Provided with any other training relevant to their proficient discharge of their duties such as IT, legal powers, finance and planning, which is identified through regular training needs and assessments.
- Attendance of relevant local meetings such as Clerks forums and briefings.
- Subscriptions to relevant publications and advice services.
- Provided with relevant and up-to-date publications such as Local Council Administration by Charles Arnold Baker, which will remain the property of Argoed Community Council.
- Expenses for attending briefings, consultations, training and other general meetings.

2.3 Volunteers:

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.

3. Training Needs Identification

- 3.1. Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.
- 3.2. The Council will formally review the training needs of Councillors at a meeting of the Community Council.
- 3.3. Training needs for the Clerk, RFO and Assistant Clerk will be identified through the recruitment process, formal and informal discussions and annual Staff Appraisals. The Clerk is expected to keep up-to-date with developments in the sector and highlight any training to be considered.

4. Resourcing Training

- 4.1. Annually, an allocation will be made in the budget each year as required to enable appropriate training and development.
- 4.2. Annually, the Council will consider an allocation in the budget for payment of a subscription to the Society of Local Council Clerks or other body, to enable the Clerk, RFO, Assistant Clerk and Councillors to take advantage of their training courses and conferences.
- 4.3. Purchases of relevant resources such as publications will be considered on an ongoing basis.

5. Evaluation and Review of Training

- 5.1. All training undertaken will be subsequently reviewed, to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.

- 5.2. Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications, new equipment, complaints received or any incidents which highlight training needs and requests from Councillors, staff or volunteers.
- 5.3. The Clerk will maintain a record of training attended by and Councillors, staff and volunteers.

6. Monitoring and review of this policy

- 6.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

This policy was reviewed and adopted by Argoed Community Council on 6 December 2022