

## LLANSTEFFAN & LLANYBRI COMMUNITY COUNCIL (draft) TRAINING PLAN 2022 / 23

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

### AIMS OF THE TRAINING PLAN

- To ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. This does not mean that all councillors need the same training or need to develop the same expertise, but that the training ensures that effective and efficient practice and governance can be demonstrated.
- To assist with councillors personal development as well as the betterment of the council.
- To ensure that resources set aside for training are used effectively.
- To put in place a system to identify training needs.
- To ensure that new councillors can access the necessary training to reflect the changing nature of the council body
- To ensure that, through performance appraisal, identification of the training needs of the council staff (the clerk) are clearly identified.

Training is defined as “*a planned process to develop the abilities of the individual and to satisfy the needs of the organisation*”

Training can be accessed in a variety of ways:

- Sharing of expertise within the council
- Training from outside bodies e.g. One Voice Wales and SLCC (for clerks)
- Online training

There are some core areas that must be addressed in order for the council to work effectively and within the law.

- Basic induction for all new councillors
- Code of Conduct training (*all new councillors to complete this within 3 months of being elected / co-opted*) Standing Orders 2021
- Governance and Financial Management

## **HOW WILL TRAINING NEEDS BE IDENTIFIED**

- By carrying out an audit of recent training undertaken to get a baseline picture for individual councillors.
- Through one-to-one conversations with councillors to identify their personal training needs as members of the council and in relation to their role on council committees.

## **HOW WILL TRAINING NEEDS BE MET**

- By sharing training information that comes to the council, both courses and on-line opportunities.
- By signposting individuals to what is available and appropriate
- By allocating funding for 2 courses per year to each councillor
- By supporting the clerks training (ILCA initially)
- By supporting the clerk's ongoing professional development
- By sharing expertise within the council
- By sharing good practice
- By finding opportunities to feedback to other councillors
- By ensuring councillors are aware of the many relevant guides available e.g. Good Councillors Guide etc.
- By collaborating with other local Community Councils

This is the initial plan, which will be evaluated in May 2023

### **Stage 1**

#### **Autumn 2022**

- Individual assessment of need
- Share course information and opportunity
- Identify in-house opportunities (e.g. training re planning)
- Collate requirements

### **Stage 2**

#### **January /March 2022**

- Assess progress
- Gather feedback from participants

### **Stage 3**

#### **May 2023**

- Evaluate effectiveness of plan
- Revise for year 2