

Jeffreyston Community Council Training and Development Plan

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to prepare a 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 to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the council's first training plan but from this point on it will review the plan from time to time to keep it up to date and relevant.

With regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities, an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from May 2022. The council consists of members who have the experience of previous involvement in council matters, and the clerk is CiLCA qualified, therefore the community council is confident staff and councillor knowledge, and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Nevertheless, there are core areas to address to ensure the council has sufficient skills and understanding. These are:

- **Basic induction for councillors**
- **The Code of Conduct for members of local authorities in Wales**
- **Financial management and governance**

In addition to these areas, the council will want to consider if there are new challenges and may decide there are new skills for councillors and staff to attain going forward from the publication of this initial training plan.

The council has approved the publication of this training plan having identified its initial requirements to take the council forward following the local government ordinary elections on 5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

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Training and Development Plan

1. Introduction

Jeffreyston Community Council is committed to ensuring its' Councillors and Employee are trained to the highest standard and kept up to date with all relevant legislation so that the Council's services and objectives are delivered effectively, efficiently and safely.

- 1.1 To support this, funds will be allocated to a training budget every year to enable council members and staff to attend training. Prospective Councillors and applicants for the post of Clerk / Responsible Financial Officer should be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Policy Statement

Jeffreyston Community Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents. To that end the Council's intention is that Councillors, the Clerk, other workers and any volunteers are suitably equipped with the knowledge and skills to carry out their roles and support effective working practices.

- 2.1 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, to promote community engagement and partnership working and lead a modern and progressive Community Council.

3. Training and Development

Jeffreyston Community Council consists of 6 Councillors and employs one part-time Clerk / Responsible Financial Officer, currently contracted to work 17 hours per month. The Clerk currently holds CiLCA, FiLCA and LiLCA in the Society of Local Council Clerks accreditation. Training and development for each of the following groups will be regularly reviewed but will have as a minimum requirement:-

3.1 Staff

- (a)** Induction sessions explaining the role of the Clerk
- (b)** Provision of copies of the Council's Standing Orders, Financial Regulations, Code of Conduct, Community Council Policies and any other information considered relevant
- (c)** Attendance at a 'New Clerk's training course or similar
- (d)** Fees paid to study the Introduction to Local Council Administration Course (ILCA)
- (e)** Fees paid to study the Financial Introduction to Local Council Administration (FILCA)

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- (f) Prepared to work towards gaining the Certificate of Local Council Administration (CILCA) within 24 months of appointment
- (g) Subscription to relevant publications and advice services such as One Voice Wales and Society of Local Council Clerks
- (h) Any other training relevant to the proficient discharge of their duties or needed for Continuing Professional Development (CPD) such as IT, Legal Powers, Finance and Understanding the Planning System
- (i) Attendance at local meetings, if relevant
- (j) Annual appraisal to discuss training needs

3.2 The Clerk will report to the Council on how the above activities have been met, the report will form part of the Clerk's annual appraisal.

3.3 Councillors

- (a) Provision of copies of Standing Orders, Financial Regulations, Code of Conduct, Community Council Policies, Asset Register and any other information thought relevant
- (b) Attendance at Code of Conduct training course for councillors
- (c) Attendance at any training available for new councillors following election or co-option
- (d) Access to relevant courses provided by external bodies such as Pembrokeshire County Council, One Voice Wales and Planning Aid Wales
- (e) Circulation of documentation such as briefings and newsletters and any other information considered relevant to all councillors
- (f) All Councillors are provided with the opportunity to attend relevant training courses on offer by various service providers subject to the agreement of the Council. The Clerk is responsible for informing members of training opportunities.
- (g) Chairman and Vice-Chairman to attend any training sessions on offer should their timing be appropriate

3.4 Volunteers on Community Council Activities

- (a) Briefings on Health and Safety matters and the scope of their work prior to starting
- (b) Briefing on the safe use of any equipment provided by the Council
- (c) Training for volunteers will not be beyond that which is necessary for their role

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4. Training Needs Identified

- 4.1 Training needs will be identified through self-assessment, the Council's objectives and changes in legislation
- 4.2 Opportunities to attend courses investigated by the Clerk and brought to the attention of the Council
- 4.3 Training needs for the Clerk will be identified through the recruitment process for new Clerks, to include the interview, formal and informal discussions and annual appraisals
- 4.4 The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training needed

5. Training Resources

- 5.1 An allocation will be made in the budget each year as needed to enable reasonable training and development
- 5.2 Each year the Council will consider an allocation in the budget for the payment of subscription to One Voice Wales and the Society of Local Council Clerks to enable the Clerk and Councillors to take advantage of training courses
- 5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis

6. Evaluation and Review of Training

- 6.1 All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness
- 6.2 Training will be reviewed in light of legislation or system changes relevant to the Council: new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from Councillor, Clerk or Volunteers
- 6.3 The Clerk will keep a record of training attended by themselves and Councillors

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| Date of Draft | 21.09.2022 |
| Date of Approval | 7 th November 2022 |
| Date of First Review | |
| Minute Reference of Approval | 73/22 7.11.2022 |

*The plan will be reviewed at least on an annual basis

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CLERK JCC