

# ISYCOED COMMUNITY COUNCIL

## TRAINING PLAN

### Introduction

Isycoed Community Council is committed to the statutory duty to compile a training plan which reflects a commitment to future training for both its members and Clerk to enable them to undertake their respective roles effectively.

### Training

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations”. It is recognised that the Community Council sector is an evolving one, and new skills and knowledge may be required of Clerks and Councillors in the future.

### Training Aims

The Council’s training aims are the following:

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 resource available to the Council for the benefit of the residents of Isycoed.
2. To provide the necessary training to its Clerk to ensure that they can undertake the role effectively.
3. To ensure an acceptable level of succession planning in order to:
  - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - b. Ensure the Council can continue to operate during times when the Clerk may be unavailable (e.g., holidays, sickness, staff turnover etc.)

### Clerk’s Training

Future Clerk to take Induction training	As and when required
Future Clerk to undertake staff appraisals to develop training needs if required	Annually
Future Clerk encouraged to undertake the following, for which the Council may provide financial support:	On Going

1. ILCA - Introduction to Local Council Administration 2. FILCA - Financial Introduction to Local Council Administration 3. CILCA - Certificate in Local Council Administration	
Clerk 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>	Ongoing

Clerk will access One Voice Wales and SLCC training on an 'as and when' basis, in order to keep abreast of new developments in the sector, and to undertake refresher training as necessary.	Ongoing
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### Councillors Training

All Councillors shall undertake training in the Code of Conduct Within 6 months of the delivery of their declaration of acceptance of office, as per best practice guidance.	Within 6 Months
All Councillors are encouraged to attend conferences and training events provided by WCBC, or One Voice Wales as appropriate to their needs and responsibilities	On going
All Councillors encouraged to read the Good Councillors Guide – link is below	On going
<p>The National Training Programme for Community and Town Councils in Wales is noted, and provided by One Voice Wales.</p> <p>Module 1 The Council</p> <ul style="list-style-type: none"> <li>• The Council as a Corporate Body</li> <li>• The “Team” of Members and Staff</li> <li>• The Council’s Role</li> <li>• Working with Unitary Authorities</li> <li>• Building Partnership Working</li> </ul> <p>This Module delivered by One Voice Wales covers the Council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. This aims to improve understanding of the range of responsibilities now required of Community and town councils as well as their changing role in serving local communities in Wales today.</p> <p>As a starting point for Isycoed Community Council, the Council will aim to access this module as finances allow in the future, either for individual members on an ad hoc basis, or brought in house if that proves more cost effective.</p> <p>The cost of training sessions for member Councils currently is £35 per person, per session. Details of dates will be circulated by the Clerk</p>	On going

Link for the Good Councillors Guide -

<http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF>

This Policy was approved by Council at its meeting held on 21<sup>st</sup> of March 2023 and will be reviewed as and when required.

Serena Baxter - Clerk of the Community Council –