

## Training programme

Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address these gaps.

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

### Skills Audit

The first step in delivering an effective training plan is to undertake a skills audit.

The Skills Audit is looking at competences across the Community Council and not of individual Councillors.

Skill	Met by Clerk	Met by Cllrs	Support (as necessary)
Local Govt financial management and accounts	met		By internal audit SLCC/OVW
Audit and risk management Local Govt Governance Eg data protection, freedom of information, accessibility	met		Info Commissioner
Local Government HR Employment, tax and pensions, health and safety, legislation and practicalities	Basic knowledge met by Clerk		OVW/SLCC/ACAS
Training	met		OVW/SLCC/OVW/SLCC/Another external trainer as required
Broadband and communications	met		External training as required
Planning, strategic eg place plans	Basics by Clerk		OVW/SLCC/Planning Aid Wales
Planning applications and general issues including sound local knowledge	Basics by Clerk		OVW/SLCC/Planning Aid Wales
Admin and management, agenda, minutes etc	Met		OVW/SLCC

## Councillors

### Skills Audit

Councillors will be required to indicate any OVW, SLCC or training provided by external bodies paid for or initiated by the Community Council from May 2021 to date, as part of an initial skills audit.

Councillors will be requested to advise of any personal skills, such as translation, copy writing, document design, handyman skills which they are will to use on behalf of the Council.

### Training

All Councillors are invited and encouraged to attend One Voice Wales training events which may benefit their knowledge of the role of the Council and Councillors. Further information on course may be found here <http://www.onevoicewales.org.uk/OVWWeb/Default-7451.aspx>

Training can also be obtained from the SLCC (see below) or an appropriate external trainer or organisation.

The Council undertakes to pay for OVW training modules as per the list below, where appropriate to the business of the Council, as a matter of policy.

Costs for training by other external suppliers should be approved by the Council prior to any costs being incurred.

Course				
<b>Basic requirements as per guidance to the 2021 act</b>				
New Cllr Induction				
Code on Conduct				
Local Government Finance				
<b>Available courses</b>				
The Council				
The Councillor				
The Council as an Employer				
Understanding the Law				
Council Meetings				
Health & Safety				
Introduction to Community Engagement				
Chairing Skills				
Community Emergency Planning				
Community/Place Planning				
Community Engagement Part II				
Equality & Diversity				
Information Management				
Use of IT, Websites & social media				
Making Effective Grant Applications				
Managing your staff				
Devolution of Services				
Wellbeing of Future Generations Act 2016 / Sustainability				
Local Government Finance (Advanced)				

Mediation and Conciliation				
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As at 2022 courses with OVW for member organisations cost £35 per module (bursaries may apply).

Further training modules are offered by the Society of Local Council Clerks (SLCC)  
<https://www.slcc.co.uk/events/>

SLCC courses vary according to method of delivery and costs should be confirmed by visiting the website.

### **The Clerk**

The Clerk should be encouraged to join the SLCC (Society of Local Council Clerks), membership of which the Council will pay.

The current Clerk holds the Certificate of Higher Education – Community Governance.

It is desirable that any Clerk taking post in future is at least CiLCA qualified (entry level qualification as at 2022, review as appropriate) or is prepared to work towards the qualification within 2 years of taking post.

The Clerk will be expected to follow a Continuous Professional Development scheme. Further training modules are offered by the Society of Local Council Clerks (SLCC) <https://www.slcc.co.uk/events/> or by external training bodies. Costs should be approved by the Council.

SLCC courses vary according to method of delivery and costs should be confirmed by visiting the website  
<https://www.slcc.co.uk/events/>

In addition to specific training modules both OVW and the SLCC offer a series of conferences and seminars which may be of benefit to elected members and staff.

### **Funding**

Following the initial skills audit the Council will provide a sufficient training budget to cover the immediate needs of Councillors and staff subject to its budget capacity in the 22-23 financial year.

The Council will commit to covering the costs of training for development of both Councillors and staff in future financial years, subject to budget capacity.

### **Review**

This policy shall be reviewed as agreed by the Council and at least at the beginning of term following an election.