

Cyngor Cymuned Blaengwrach Community Council

Training Policy 2022/2027

1. Purpose

This policy outlines the Council's commitment to the professional development of its members and staff, ensuring that the Council collectively possesses the knowledge and skills required to operate effectively and maintain high standards of governance.

2. Statutory Framework

Under Section 67 of the Local Government and Elections (Wales) Act 2021, the Council has a statutory duty to consider training for councillors and staff, and to publish a training plan within three months of every ordinary election.

3. Scope and Objectives

The primary objective is to proactively address development needs to ensure effective local governance. This includes:

- Providing thorough induction for new councillors and staff.
- Ensuring compliance with the Code of Conduct and statutory duties.
- Supporting the Clerk in obtaining professional qualifications i.e. (CILCA).

4. Responsibilities

Council & HR Committee:

- The HR Committee is responsible for the Clerk's annual appraisal and identifying training opportunities.
- Councillors are responsible for identifying their own development needs and coordinating with the Clerk to register for sessions.
- The Council must approve and adopt the statutory training plan and maintain an annual budget.

The Clerk:

- Distributes training schedules and opportunities (e.g., from One Voice Wales) to all councillors, and will carry out the booking of modules etc.,
- Oversees appraisals and inductions for other council staff and volunteers.

5. Core Training Requirements

For Clerk: Completion of ILCA, FILCA, and the mandatory Certificate in Local Council Administration (CILCA). The training list below is provided for information; however, it is not exhaustive and remains subject to the needs and requirements of the individual.

For Councillors: Induction training and at least training on the Code of Conduct (usually within six months of taking office). The training list below is provided for information; however, it is not exhaustive and remains subject to the needs and requirements of the individual.

6. Funding and Review

The Council maintains an annual budget for training, which covers training sessions (OVW), conference attendance, and professional publications. To ensure cost-effectiveness, the Council utilises memberships with One Voice Wales, (members are encouraged to utilise their website) and the SLCC to access

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discounted rates. To ensure that all staff can perform their duties effectively and safety, the Council provides funding for training that aligns with their specific job descriptions.

Review: This policy and the associated training plan will be reviewed annually in May and within three months of every ordinary election. The council website publishes the training table, which is updated on a regular basis as training is completed.

Adopted: May Annually

Councillor Training – Available from One Voice Wales – Online

Chairing Skills
Code of Conduct
Community Emergency Planning
Community Engagement Part 2
Community/Place Planning
Council Meetings
Devolution of Services
Equality and Diversity
Health & Safety
Information Management
Introduction to Community Engagement
Local Government Finance
Local Government Finance - Advanced
Making Effective Grant Applications
Managing Your Staff
Mediation and Conciliation
New Councillor Induction
The Council
The Councillor
The Council as an Employer
Understanding the Law
Use of IT, Websites and Social Media
Wellbeing of Future Generations Act 2016
Sustainability
Clerk's Training

Courses/Other Training Available

ILCA - An Introduction to Local Council Administration – SLCC online
CiLCA - The Certificate of Local Council Administration – SLCC online
The Certificate of Higher Education in Community Governance - SLCC
The Certificate of Higher Education in Community Engagement and Governance - SLCC
The Certificate of Higher Education in Local Policy - SLCC
Managing Your Staff (OVW)
Mediation and Conciliation (OVW)
The Council as an Employer (OVW)
Understanding the Law (OVW)

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Use of IT, Websites and Social Media (OVW)

Councillor Training

Name	Training	Date	Date Completed	£ Cost inc. VAT
Carolyn Edwards	Code of Conduct	01.11.2022	01.11.2022	35.00
Alan Edwards	Code of Conduct	01.11.2022	01.11.2022	35.00
Jennifer Bulman	Code of Conduct	15.11.2022		35.00
Amanda Doherty				
Andrew Hippsley				
David Jones				
Menna Mortimore				
Peter Rudd	Understanding the Law	29.11.2022	29.11.2022	Free Place
		12/06/2023	12/06/2023	£35.00
	Code of Conduct			
	Local Government Finance	09/02/2026	09/02/2026	Free Place
Rhian Williams				
Rhian A Williams				

Employee Training

Employee Name	Training	Date	Date Completed	£ Cost inc. VAT
Linda Evans	ILCA – Introduction to Local Council Administration	June 2023	June 2024	£150.00
	H&S Grass Cutting Course	27/06/2023	1 day	Included in L Collins charge
	SLCC OVW Joint Event		1 day	Bursary from Welsh Gov
	CILCA – Certificate in Local Council Administration	Feb 2025	May 2026	Bursary from Welsh Gov
Leighton Collins	H&S Grass Cutting	27/06/2023	3-day course	

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	Use of Equipment Handheld Cutters and Ride on Mower			
Julie Raine	Holds all necessary training – no requirements needed			