



CLYDACH COMMUNITY COUNCIL TRAINING POLICY

This policy is formulated in line with the 'One Voice Wales National Training Program for Community & Town Councils in Wales'

The above Programme from One Voice Wales is to be treated as part of this policy and is adopted as such.

Statement of Intent

Clydach Community Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

Clydach Community Council employs paid staff with varying responsibilities. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

Staff training will be identified by the Clerk through the annual appraisal process and the cost and training provider investigated.

Training requirements for councillors will usually be identified by the Chair and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Grounds staff and caretaking staff may require specialised training in their respective fields.

Necessary training will be identified, and either be carried out in-house or by specialist training centres as is appropriate. Staff may be required to attend these courses, which will normally be undertaken in working hours. Any additional expenses will be met by the Council.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should staff require or request additional specialist training the Council may require the staff member to sign an agreement to pay back part or all of the training costs should they voluntarily leave the Council's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Community Councils is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course, and senior officers will be expected to go on to take the 'Cilca' and Local Policy Certificates.

The Council will pay the annual subscription to 'One Voice Wales' to enable staff and councillors to take advantage of their training courses and conferences.

The Clerk will be expected to attend all relevant training days and conferences whenever possible and other members of staff and councillors will be expected to attend training days which are relevant to their office, including their responsibilities and required skills on committees.

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack via email unless otherwise requested containing appropriate documents. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and attend conferences whenever possible.

Information Pack for New Councillors

Contents

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. About Being a Community Councillor
5. Training Statement of Intent
6. Meetings Timetable
7. The Community Councils (Model Code of Conduct)
8. Standing Orders
9. Financial Regulations
10. Committee Terms of Reference
11. Community Council Powers
12. Data Protection Policy
13. Policies and Procedures