



Llangammarch Community Council

Training Policy

Purpose

It is the Council's policy that an employee and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's Services effectively, efficiently and safely.

1. Staff Training

- a) For the employee of the Council (the Clerk), it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.
- b) The Clerk to have an annual appraisal. During this appraisal training needs are discussed and agreed. It is agreed that the member of staff is responsible for arranging training, but needs to inform the council of the annual progress through required CPD points. (At present this is 18)
- c) For certain tasks (especially those with a safety risk), specific training is mandatory. The Clerk to ensure that any self-employed or voluntary workers are fully trained.
- d) The Council will set an annual Training Budget to facilitate training requested by the Clerk.

2. Councillors Training

- a) As the policies of the Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.
- b) All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

3. Delivery

- a) The Council recognises that formal training will be provided by external bodies. Close links have been established with various external training providers, including One Voice Wales. Certain topics can be presented by

individuals with the necessary skills.

- b) There will be one plenary training session per year for all councillors.
- c) The Council will set a budget annually specifically for Councillors Training.

4. Review, Feedback and Shared Learning

- a) Clerk and Councillors are encouraged to evaluate training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

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