

Training and Development Policy

Introduction

The Local Government and Elections (Wales) Act 2021 states that town and community councils will have a duty to consider training from 5 May 2022 for councillors and staff and to publish the first training plans by November 2022.

The Statutory Guidance states that it “is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively. This takes into account that some community councils have only one member of staff, the clerk, and some smaller community councils actually share their clerk with one or more other community councils”.

The Council is a member of One Voice Wales and will utilise the training opportunities provided by that body.

The Council supports the Clerk in registering as a member of the SLCC and to take advantage of its resources.

Aims

Ceulanamaesmawr Community Council recognises that training and development for Members and employees is a major investment in its ability to deliver effective services and will seek to create a culture of continuous development.

General

The Council will:

- 1) Provide sufficient resources to achieve its aims and include an adequate sum of money in the annual budget.
- 2) Prioritise those activities necessary to meet the Council's aims and objectives.
- 3) Encourage all forms of learning including in-house, on-line and attending courses.
- 4) Reimburse all reasonable expenditure incurred whilst attending training on behalf of and approved by the Council.

Members

The Council will:

- 1) Provide induction training at the commencement of each administration. This will include providing information and guidance on the work of town and community councils, the roles and duties of a councillor and the code of conduct.
- 2) Encourage and support access to continuous training opportunities in order to gain more detailed information on specific topics and updates on developments and the changing needs of the Council.

Cyngor Cymuned Ceulanamaesmawr

Clerc: Lynwen Rees Jones, Llys y Bryn, Tre'r-ddôl, SY20 8PN
Ffôn: 01970 832175 e-bost: CyngorCMM@gmail.com

Staff

The Council will:

- 1) Provide induction to new employees, which will include basic induction of terms and conditions of employment, information about the Council, Council policies and procedures, health and safety.
- 2) Encourage and support access to continuous training opportunities in order to gain more detailed information on specific topics and updates on developments and the changing needs of the Council.
- 3) Ensure that there is equality in all aspects of training opportunities and resources are provided to employees in an equitable and fair way relating to identified needs.
- 4) Ensure that the appraisal system for employees will address training and development needs and set annual targets, if appropriate.
- 5) Expect all employees to attend training and development where the Council deem appropriate, including obtaining relevant qualifications where this is necessary for the post.

Volunteers

The Council will:

- 1) Provide a volunteer agreement outlining key issues, including training opportunities
- 2) Provide relevant training on core subjects, e.g. health and safety as well as specific matters for each different project
- 3) Use competent trainers, both in-house and external
- 4) Ensure that the volunteers achieve an appropriate level of competency for undertaking a task
- 5) Provide support and assistance to volunteers on an on-going basis.

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Revised:	19 May 2025	Chair:	Ellen ap Gwynn
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