

**CYNGOR CYMUNED  
LLANFIHANGEL-AR-ARTH  
COMMUNITY COUNCIL**

**TRAINING AND DEVELOPMENT  
POLICY**

Adolygwyd a Mabwysiadwyd/  
Reviewed and Adopted:

18.03.2024

# LLANFIHANGEL-AR-ARTH COMMUNITY COUNCIL

## TRAINING AND DEVELOPMENT POLICY

### Introduction

The Finance and Governance Toolkit for Town and Community Councils (November 2022) states that “Community and Town Councils have a duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to consider training for councillors and community council staff from 5 May 2022, publish their first Council Training Plans by 5 November 2022 and make a new Training Plan no later than three months after each subsequent ordinary local government election. 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, skills and awareness they need to operate effectively. Completing this toolkit will support the council in considering what training should be prioritised to ensure it has effective governance and financial management in place.”

### Policy Statement

Llanfihangel-ar-Arth Community Council is committed to ensuring that all Councillors and Staff receive adequate and relevant training provision to ensure the Council maximizes its potential in serving its electorate effectively and efficiently. The Council will promote a culture of continuous professional development to ensure good practice in Council activities.

### Policy Detail

- The Council will agree a budget to meet its training objectives on an annual basis.
  - The Council will consider the training needs of Councillors and Staff on an annual basis and training will be linked to the overall objectives of the Council.
  - The Council will update the Training Plan on a regular basis in order to respond to any training needs as they arise.
  - The Council will encourage Councillors and Staff members to attend identified training and will pay any expenses which arise due to attendance at such events.
  - The Council will encourage Councillors to attend Code of Conduct Training at least once in every elected term.
  - The Council will consider any training needs of new Councillors or Staff on their election, co-option or employment, such as the basic introduction for new Councillors training.
  - The Council will consider the Training Programmes provided by One Voice Wales, Carmarthenshire County Council and others as appropriate.
  - The Council will link in with and / or arrange training events with other Councils where appropriate.
  - The Council will receive a report of all training received by Councillors or Staff and training will be cascaded as appropriate.
  - Staff Contracts of Employment will include details of the Council’s commitment to training.
  - The Council will retain a record of training undertaken by Councillors and Staff members.
  - Councillors and Staff members will have a personal responsibility to positively undertake training and professional development opportunities in order to support Council activities.
  - The Council Training Policy will be reviewed periodically to ensure continuing effectiveness.
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## TRAINING OPPORTUNITIES OFFERED BY ONE VOICE WALES

Module	Title
1	The Council
2	The Councillor
3	The Council as an Employer
4	Understanding the Law
5	The Council Meeting
6	Local Government Finance
7	Health and Safety
8	Introduction to Community Engagement
9	Code of Conduct
10	Chairing Skills
11	Community Emergency Planning
12	Creating a Community Plan
13	Community Engagement Part 2
14	Equality and Diversity
15	Information Management
16	Use of IT, Websites and Social Media
17	Making Effective Grant Applications
18	Effective Staff Management
19	Devolution of Services / Community Asset Transfer
20	Wellbeing of Future Generations Act 2016 / Sustainability
21	Advanced Local Government Finance
22	
23	Community Asset Transfer
24	Finance & Governance Toolkit