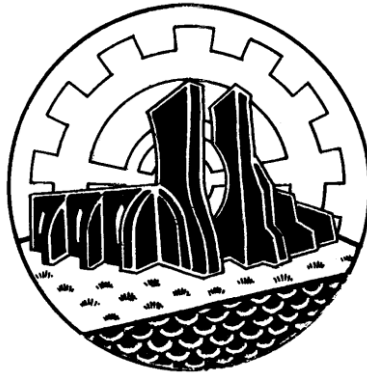




**DYFFRYN CLYDACH COMMUNITY COUNCIL
CYNGOR CYMUNED DYFFRYN CLYDACH**

Training Policy

Adopted by Council on _____

Chairs Signature _____

Review Date _____

Contents

1.	COMMITMENT TO TRAINING AND DEVELOPMENT	3
2.	OBJECTIVES	3
3.	IDENTIFICATION OF TRAINING NEEDS	3
	There are various circumstances in which training needs may arise, such as:	3
	Employees	3
	Councillors	4
	Training Available	4
4.	TRAINING METHODS	5
5.	FINANCIAL IMPLICATIONS	5
6.	APPENDIX ONE - SCHEDULE OF COMPETENCIES	7
	COUNCILLORS	7
	CLERK	11

1. COMMITMENT TO TRAINING AND DEVELOPMENT

Dyffryn Clydach Community Council is committed to the ongoing training and development of its members and staff to allow Council's aims and objectives to be achieved by providing the highest quality representation and services.

2. OBJECTIVES

The objectives of this Policy are to:

- Encourage Members and employees to undertake appropriate training and development activities;
- Allocate training in a fair manner;
- Ensure all training is evaluated to assess its value

3. IDENTIFICATION OF TRAINING NEEDS

THERE ARE VARIOUS CIRCUMSTANCES IN WHICH TRAINING NEEDS MAY ARISE, SUCH AS:

Legislative requirements e.g. first aid, fire safety, manual handling etc.
Changes in legislation
Changes in systems
New or revised qualifications become available
Accidents
Professional error
Introduction of new equipment
New working methods and practices
Complaints to the Council
A request from a member of staff or councillor
Devolved services / delivery of new services

EMPLOYEES

An employee who feels they have a training need should in the first instance discuss this with the Clerk. Similarly, if it is felt that an employee is in need of training, the Clerk will discuss this with the employee. Training needs do not need to be left to be identified during the annual appraisal process, they may arise at any point of the year and should be addressed as soon as possible. However, individual training needs will also be considered at each appraisal meeting. The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

COUNCILLORS

If a councillor feels they have a training need they should discuss this in the first instance with the Clerk. The Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking. The Council will undertake an annual training needs analysis with councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are members of following the Annual Meeting. On completing the training needs analyses, the results will be collated and reviewed by the Clerk. The Clerk will then take steps, to arrange any training required.

Dyffryn Clydach has made Code of Conduct training mandatory.

TRAINING AVAILABLE

One Voice Wales offers the following courses.

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

4. TRAINING METHODS

There are different ways in which training and development can be achieved.

Internally – If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or council specific practices and legislation.

Partnership – One Voice Wales, SLCC, other councils.

Day Workshops/Seminars – When information on workshops and seminars is received this is shared with employees and councillors, where relevant.

Conferences – Details of conferences are shared with employees and councillors, again where relevant.

Professional Qualifications – Training towards a professional qualification will often be sourced through the professional body and completed at a local university or college.

External Training Providers – There are numerous training providers available. When sourcing training from an external provider, Clerk will always seek to obtain the best price and where possible, from a nearby location. Upon identifying a training need, the employee/councillor and the Clerk should consider the most effective way in which the training can be sourced and whether others may benefit from the training.

5. FINANCIAL IMPLICATIONS

Each year as part of the annual budget setting process, Dyffryn Clydach Community Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analyses will be taken into consideration. All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources. The budget is currently £1000.

For approved courses such as CiLCA, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

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

Employees or councillors attending training outside of Dyffryn Clydach area may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, shared travel arrangements should be made.

The Council will grant paid time off work training courses providing these are approved with the Clerk. Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences. The only exception here is with NVQ qualifications for trainees sponsored by the Council for which paid leave from work will be granted, providing this is approved in advance by the Clerk. Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

The Clerk will keep a record of training undertaken for employees and councillor.

6. APPENDIX ONE - SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in

	and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.

Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the

		expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

CLERK

(These are taken from the CilCA portfolio guide)

- Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
- Is able to carry out research so that the council is well-informed for making decisions
- Can manage the implementing of decisions for which the council is responsible
- Can organise and maintain effective administrative systems, processes, policies and records
- Can employ a variety of written and oral communication skills including the use of information and communications technology
- Can advise the council on its duties and powers
- Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
- Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees
- Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council
- Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications
- Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement
- Can support the council in the planning, management, funding and review of projects, services, assets and facilities
- Can manage the employment, performance and development of council staff
- Can manage effective relationships with contractors and service users
- Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development
- Can advise and support the council as it identifies and implements plans for the future of the community it represents
- Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures
- Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion
- Can help provide all members of the community with opportunities for influencing decisions that affect their lives
- Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
- Can manage effective partnership working
- Can advise and support the council as it facilitates community activity