

## **CRUCORNEY COMMUNITY COUNCIL TRAINING AND DEVELOPMENT POLICY**

### **1. COMMITMENT TO TRAINING AND DEVELOPMENT**

Crucorney Community Council (CCC) is committed to ongoing training and development to enable members and employees to contribute to achieving the Council's aims and objectives by providing high quality representation and services. Section 67 of the 2021 Act requires community councils to publish a plan regarding training provision for its members and staff.

### **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 / SKILLS AUDIT**

The purpose of a skills audit is to look at competences across CCC rather than individual councillors. There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. Health and Safety 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

Training requirements for the Clerk and Councillors should be identified by themselves and the Chair. Opportunities to attend courses will be brought to the attention of the council by the Clerk and Councillors are expected to self-assess where training would be of benefit. Training needs should not be left to be identified during an annual review - they may arise at any point of the year and should be addressed as soon as possible. However, the training need should also be reviewed and assessed annually against the objectives of the council, the responsibilities of the various roles and the development of employees and members.

Below is a list of examples of internal training that councillors/employees may benefit from:

- Councillor Induction
- Code of conduct
- Chairmanship
- Planning
- Standing Orders
- Council's Strategic Objectives
- Community Engagement
- Specific Council projects
- Finance, Governance and Budget Setting
- Disciplinary and Grievance procedures
- Appeals procedures
- Social media
- Applying for grant funding
- CiLCA

### **4. TRAINING METHODS**

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

- Internally - If training can be given utilising 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 - The Council has links with other partners where training can be sourced, such as through One Voice Wales, Monmouthshire County Council, Planning Aid Wales and other

Community & Town Councils.

- Workshops/Seminars - Information is shared with employees and councillors, where relevant.
- Conferences - Details of conferences are shared with employees and councillors, where relevant.
- Professional Qualifications – Training can be sourced through a professional body and completed through the specific medium relevant to the qualification.
- External Training Providers - There are numerous training providers available. When sourcing training from an external provider, the council will always seek to obtain the best price where possible, from a nearby location. Upon identifying a training need, the employee/councillor and their line manager/clerk should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

5. **FINANCIAL IMPLICATIONS**

Each year as part of the annual budget setting process, CCC will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual review process will be taken into consideration. All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources.

- 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 One Voice Wales to enable employees and councillors to take advantage of training courses and conferences.
- Employees or councillors attending training outside of CCC may submit an expense claim to cover travel costs to and from the venue.

6. **EVALUATION**

It is vital that any training undertaken is evaluated for effectiveness. Upon completing a training session/course, the employee or councillor should complete a short training report. The Clerk will keep a record of all training undertaken.

POLICY ADOPTED:	19 November, 2025
Signature:	Cllr R Morgan (Chair)
Date of next review:	18 December 2026