

SEALAND COMMUNITY COUNCIL

TRAINING PLAN

Introduction

Sealand Community Council is committed to provide a level of training for both its members and Clerk to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also for the councillors' personnel development.

Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

- Learning can be categorised into the following:
- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that members and the Clerk learning will reflect many of the above.

Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its Clerk to ensure that he is able to undertake his role.
3. To ensure an acceptable level of succession planning in order to:
 - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b. Ensure the Council can continue to operate during times when the Clerk may be unavailable (e.g., holidays, sickness, staff turnover etc.)

Clerk's Training

Future Clerk to take Induction training	As and when required
Future Clerk to undertake staff appraisals to develop training needs	Annually
Future Clerk encouraged to undertake the following, for which the Council will provide financial support:	On Going

1. ILCA - Introduction to Local Council Administration 2. FILCA - Financial Introduction to Local Council Administration 3. CILCA - Certificate in Local Council Administration	
Clerk encouraged to read regular publications and update from internet Websites: <ul style="list-style-type: none"> • SLCC • The Clerk • OVW 	On going

Councillors' Training

All Councillors shall undertake training in the Code of Conduct Within 6 months of the delivery of their declaration of acceptance of office.	Within 6 Months
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	On going
All Councillors encouraged to read the Good Councillors Guide – link is below -	On going
National Training Programme for Community and Town Councils in Wales Module 1 The Council <ul style="list-style-type: none"> • The Council as a Corporate Body • The “Team” of Members and Staff • The Council’s Role • Working with Unitary Authorities • Building Partnership Working <p>During the presentation OVW cover the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of the presentation, members of Council should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.</p> <p>The cost of training sessions for member Councils is £35 per person, per session.</p> <p>Details of dates will be circulated by the Clerk</p>	On going

Link for the Good Councillors Guide -

<http://www.onevoicewales.org.uk/OVWWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF>

This Policy was reviewed by Council at its meeting held on 18th September 2023 and will be reviewed as and when required.

Peter Richmond - Clerk of the Council – 19th September 2023