

# CYNGOR CYMUNED LLANDYSUL COMMUNITY COUNCIL

## Staff and Councillor Training Policy

This Staff and Councillor Training Policy outlines the training and development (or Continuous Professional Development) that staff and Councillors can expect to receive.

As the first tier of local government, Llandysul Community Council is uniquely placed to make a major contribution to localism. It is essential that councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling both staff and councillors to understand their role and contribute fully to the democratic process.

There is a wide range of training available via One Voice Wales, Ceredigion County Council and Society of Local Council Clerks.

### Staff Training and Development

To ensure that the council can deliver the appropriate services to the community it is essential that the Clerk is fully trained to perform their role to the highest level. The responsibility for growth and development is shared between the Clerk and the council. The council will support the Clerk to develop the skills and experience needed for the role and will identify time and budgets to enable this to happen.

### Performance Management

The nominated Councillor with line manager responsibility will undertake an annual appraisal with the Clerk to review the past year's performance, identify training or development needs, and plan for the coming year.

### Councillors

On expressing an interest in joining the council:

Prospective councillors should first contact the Clerk to the council confirming that he/she is interested in joining the Council or filling the vacancy.

On joining the council by Election or Co-option:

All new Councillors will be given copies of the following documents:

Council's current Standing Orders and Financial Regulations

Accounting and Budget Information

The Councillors Code of Conduct

Community Emergency Plan.

Current Policies and Procedures

The Good Councillors Guide

Councillors are from a range of diverse backgrounds and bring different and valuable skills to the role. Despite this, few new Councillors have extensive knowledge of the system of local government, how the community council works or the full range of their roles and responsibilities.

From their first council meeting Councillors will be required to make important decisions on behalf of their communities and take responsibility for those decisions. Those decisions often involve use of public money, assets or natural resources. It is important that Councillors have, or may quickly attain, a clear understanding of the system of local government, how their council works and the full

range of their roles and responsibilities. It is equally important that all councillors have ongoing opportunities to undertake appropriate skills development and training in areas needed to assist them to carry out their role effectively.

Training courses:

The Community Council will pay for any training. If a Councillor is booked onto training that the council is paying for, the member is required to attend or will be expected to cover the respective cost.

The following training is required for new councillors:

One Voice Wales Module 1 - The Council

- The Council as a Corporate Body
- The "Team" of Members and Staff
- The Council's Role
- Working with Unitary Authorities
- Building Partnership Working

One Voice Wales Module 2 - The Councillor

- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

One Voice Wales Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

One Voice Wales Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in depth knowledge of the Code of Conduct and how it applies to local councillors.

The module specifically covers the following:

The Nolan Principles

What Councillors must do and must not do

Personal/Prejudicial interests

Predetermination & Predisposition

How the Code is Policed

In preparation for becoming Chair of the Community Council the Vice Chair is required to complete:

One Voice Wales Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

And

## One Voice Wales Module 21 – Understanding Local Government Finance – Advanced

Members of the Finance Committee are required to complete:

One Voice Wales Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precept
- Internal and External Audit
- Insurance
- Income and Expenditure Powers
- Other Sources of Income

The Chair of the Finance Committee is required to complete:

Module 21 – Understanding Local Government Finance – Advanced

- Governance and Accountability
- Roles and Responsibilities
- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions
- Investments

One Voice Wales, Ceredigion County Council and Planning Aid Wales offer other training opportunities. Training or educational opportunities for Councillors will be notified by email. If a Councillor wishes to attend a certain training course they are to let the Clerk know as soon as possible in order that a place may be booked.