

**Llandybie Community Council**  
**Training and Development Policy**

**Policy Statement**

Llandybie Community Council is committed to providing adequate identified training for Councillors and staff members to ensure that the Council is able to provide efficient and effective services to the Community. The Council will develop a culture of continuous professional development.

**Policy Aim**

Llandybie Community Council will ensure opportunities for the continuous professional development of Councillors and staff. The policy will ensure that the Council has well trained Councillors and staff members to ensure good practice in Council activities.

**Policy Detail**

1. Council will agree an adequate training budget to meet its training objectives.
2. Council will consider the training needs of Councillors and Staff on an annual basis. The training will be linked to the overall objectives of Council.
3. Council will encourage Councillors and staff members to attend identified training and will pay expenses that arise due to attendance on agreed events.
4. Council will encourage members to attend Code of Conduct Training at least once in every elected term and will pay expenses that arise due to attendance on agreed events.
5. Council will consider any training needs of new Councillors or staff on their election, co-option or employment.
6. Council will consider Training Programmes provided by One Voice Wales and others as appropriate.
7. Council will link in with and / or arrange training events with other Councils where appropriate.
8. Council will receive a report of all training received by Councillors or staff and training will be cascaded as appropriate.
9. Staff contracts of employment will include details of the Council's commitment to training.
10. The Council Clerk will be encouraged to maintain membership of the Society of Council Clerks with the Council paying the cost of the annual subscription.
11. Council will retain a record of training received by Councillor and staff members.
12. Councillors and staff members will have a personal responsibility to positively undertake training and professional development opportunities in order to support Council activities.
13. The Council Training policy will be reviewed periodically to ensure continuing effectiveness

14. The Council will continue to promote that all training courses be available bilingually from all training providers.

Policy considered at the Policy committee meeting on the 1stFebruary, 2022 and accepted at Full Council on the 23<sup>rd</sup> February, 2022

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Chair

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Clerk