



Training Plan

Introduction

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

Training

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

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.
- 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 member/staff learning will reflect many of the above.

Training Aims

The Council's training aims are the following:

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.

To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.

To ensure an acceptable level of succession planning in order to:

- Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
- Ensure the Council can continue to operate during times where staff may be unavailable

Staff Training

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
Office based staff encouraged to undertake the following, for which the Council will provide financial support: ILCA – Introduction to Local Council Administration FILCA – Financial Introduction to Local Council Administration CILCA – Certificate In Local Council Administration	On-going
All staff encouraged to read regular publications and updates from Internet websites	Monthly
All staff encouraged to attend training relevant to their position	On-going

Council

Council to allocate a training budget to cover provision of training activities and training publications for members & staff	Annually
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Councillors Training

All Councillors are provided with New Members Induction pack following Local Council Elections	Every 5 years
All Councillors are encouraged to complete a skills audit to identify training needs	Annually
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declarations of acceptance of office	On Election to Office
All Councillors are encouraged to attend training events as appropriate to members and Council needs and responsibilities	Annually
All Councillors are encouraged to read the following publications: <ul style="list-style-type: none">• The Good Councillors Guide• Governance and Accountability – A Practitioners Guide	On Election to Office