



YSCIR COMMUNITY COUNCIL

TRAINING POLICY

Aims

To improve the knowledge and skills of employees (Clerk) and Councillors of the Council through continuous improvement to enhance the professionalism and effectiveness of the Council. That the Clerk and the Councillors have a good understanding of finance, governance, and accountability in the management of public funds.

Budget

The Council will set an annual training budget to cover the cost of projected training requirements of both Councillors and the Clerk.

Clerk Training

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

The Clerk will be:

- encouraged to gain iLCA (Induction for Local Council Administration) Level 2 and
- encouraged to gain the Certificate in Local Council Administration (CiLCA) Level 3
- undertake any other training relevant to the proficient discharge of their duties
- encouraged to attend relevant local meetings such as Clerks' forums and briefings
- able to subscribe to relevant publications and advice services including the SLCC

- given regular feedback from the Chairman of the Council on their performance

Councillors Training

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

New Councillors will be encouraged to complete the Code of Conduct and Councillor Induction Training within 6 months of becoming a councillor.

Training Delivery and Recording

Formal training will be provided by external bodies. One Voice Wales and other external training bodies will be used for the delivery of training; however, certain topics may be delivered by individuals with the necessary skills.

The Clerk will maintain an updated training record for all Councillors and the Clerk.

Evaluation and review of training

Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.

This policy was adopted on 23 November 2022 (Minute reference 23/11/12) to be reviewed in two years or sooner should legislation dictate, or circumstances change.

Reviewed and approved 12 November 2025 (Minute Ref 12/11/9)