BODFARI COMMUNITY COUNCIL TRAINING PLAN

Introduction

Bodfari 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' 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 form 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 they are 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.)

Staff Training

All new Staff to take Induction training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All office-based staff 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	
All staff encouraged to read regular publications and update from internet Websites: • SLCC • The Clerk • OVW	Monthly

Councillors' Training

All Councillors are encouraged to undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities
All Councillors encouraged to read the following publications on election to office • The Good Councillors Guide http://www.onevoicewales.org.uk/OVWWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF • Governance and Accountability for local Councils – A Practitioners Guide http://www.onevoicewales.org.uk/OVWWeb/UserFiles/Files/Front%20Page/Governance%20and%20Accountability%20A%20Practitioners%20Guide%20Wales%202019.pdf

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