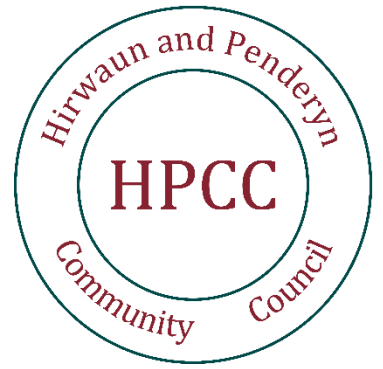


Hirwaun & Penderyn Community Council

Training Plan 2023



Community Cllrs:

New Cllrs will receive an induction by the Chair and/or the Vice Chair.

All Cllrs should undertake the training offered by RCT (as far as reasonably practicable) following an election.

Within 1 year of being elected or co-opted, all Cllrs should undertake the four core training modules by One Voice Wales (as far as funding allows, and as far as reasonably practicable). These modules are: Basic Finance, Understanding the Law, The Council as an Employer and Code of Conduct.

Within 6 months of being elected or co-opted, all Cllrs must undertake the basic online modules from One Voice Wales. These are Code of Conduct, The Council as an Employer, Diversity and Inclusion, Health & Safety, Induction, Local Government Finance, Understanding the Law. These modules are separate to the full training modules offered by One Voice Wales.

Cllrs should make use of any bursaries or free training places to be used wherever possible.

Priority for training will be given to the Chair/Vice Chair, those on the finance committee, and those who have not received any training.

Those Cllrs who sit upon the finance committee should endeavour to undertake both the basic and advanced finance.

Cllrs should endeavour to undertake as wide a range of the training offered to them to ensure that they have as wide a knowledge as possible to benefit our community.

A record of Cllrs training to be kept and updated regularly by the Executive Officer. Cllrs training record to be published on our website. It is a Cllrs responsibility to ensure that their training record is up to date.

All training to be approved by full council.

Staff members:

Executive Officer

To undertake any training available which is deemed by full council to be appropriate to the role.

To attend the Community Liaison meetings and the RCT Clerks meetings if their workload allows.

To undertake the core training modules by One Voice Wales (as far as funding allows). These modules are: Basic Finance, Advanced Finance, Understanding the Law, The Council as an Employer and Code of Conduct.

To undertake the basic online modules from One Voice Wales. These are Code of Conduct, The Council as an Employer, Diversity and Inclusion, Health & Safety, Induction, Local Government Finance, Understanding the Law. These modules are separate to the full training modules offered by One Voice Wales.

To regularly attend One Voice Wales/SLCC clerks conferences and seminars if their workload allows.

To work towards the following Clerk's qualifications: Introduction to Local Council Administration (ILCA), Financial Introduction to Local Council Administration (FILCA) and Certificate in Local Council Administration (CILCA) if their workload allows.

Wherever possible, any bursaries or free training places to be used when offered.

Any training offered to the Executive Officer, deemed to be relevant to the role by full council should be completed to ensure that they have as wide a knowledge as possible to benefit our community.

A record of the Executive Officer's training should be kept and updated regularly. Their training record to be published on our website.

All training to be approved by full council.

Caretaking Staff:

Training on caretaking duties, diary management, receipt books and basic health and safety to be given to the Caretaking staff on commencement of the role by the Executive Officer, and updated where necessary.

Regular external training to be completed. This included Health & Safety, Fire Safety, Manual Handling and First Aid.