

**Training Plan**

**Introduction**

Queensferry Community Council is committed to providing 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 to the Councillor’s personal 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 organisation”. Learning can be categorised into the following:

* Intuitive – learning which happens by chance and which we may not be conscious of.
* Incidental – learning by reflection on particular events or activities.
* Retrospective – a systematic approach to reflecting on activities and identifying what we have learned from them.
* Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.

It is anticipated that Councillors’ and the Clerk’s 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 resources 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 can undertake their role.
3. To ensure an acceptable level of succession planning in order to:
4. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
5. Ensure the Council can continue to operate during times when the Clerk may be unavailable (e.g. holidays, sickness, staff turnover etc.).

**Staff Training**

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| All new staff to undertake induction training. | As and when required |
| All staff to undertake staff appraisals to identify training needs. | Annually |
| All office-based staff encouraged to undertake the following for which the Council will provide financial support:   1. ILCA – Introduction to Local Council Administration 2. FILCA – Financial Introduction to Local Council Administration 3. CILCA – Certificate in Local Council Administration | Ongoing |
| All staff encouraged to read regular publications and updates from internet websites:   * Society of Local Council Clerks - SLCC * The Clerk * One Voice Wales | Monthly |

**Councillors’ Training**

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| All Councillors shall 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 the Council’s needs and responsibilities. |
| All Councillors are encouraged to read the following publications on election to office:   * [The Good Councillors Guide](http://www.onevoicewales.org.uk/OVWWeb/UserFiles/Files/Front%20Page/Good%20Councillors%20Guide%20Welsh%20Gov%2013.06.22.pdf) * [Governance and Accountability for Local Councils – A Practitioners Guide 2019 Edition](http://www.onevoicewales.org.uk/OVWWeb/UserFiles/Files/Front%20Page/Governance%20and%20Accountability%20A%20Practitioners%20Guide%20Wales%202019.pdf) |

Approved by Council on 10th October 2023.