**St Ishmael Community Council Training and Development Policy**

**Policy Statement**

St Ishmael Community Council is committed to providing adequate identified training for Councillors and staff members to ensure that the Council can provide efficient and effective services to the Community. The Council will develop a culture of continuous professional development.

**Policy Aim**

St Ishmael Community Council will ensure opportunities for the continuous professional development of Councillors and staff. The policy will ensure that the Council has well trained Councillors and staff members to ensure good practice in Council activities.

**Policy Detail**

1. The Council will annually agree an adequate training budget to meet its training objectives.
2. The Council will consider the training needs of councillors and staff on an annual basis by the completion of a Training Identification form. The training will be linked to the overall objectives of Council and the core competencies.
3. The training plan will be published and updated on a regular basis to reflect the training needs of the Council.
4. The Council will encourage Councillors and staff members to attend identified training and will pay expenses that arise due to attendance on agreed events.
5. The Council will encourage members to attend Code of Conduct Training at least once in every elected term.
6. The Council will pay expenses that arise due to attendance on agreed events.
7. The Council will consider any training needs of new Councillors or staff on their election, co-option or employment, such as the basic introduction for Councillors training.
8. The Council will consider Training Programmes provided by One Voice Wales, SLCC and others as appropriate.
9. The Council will link in with and / or arrange training events with other Councils where appropriate.
10. The Council will receive a report of all training received by Councillors or staff and training will be cascaded as appropriate.
11. Staff contracts of employment will include details of the Council’s commitment to training.
12. The Council will regularly review the training plan by carrying out training analysis at least once annually or when a new person joins.
13. The Council will retain a record of training received by Councillor and staff members.
14. Councillors and staff members will have a personal responsibility to positively undertake training and professional development opportunities to support Council activities.
15. The Council Training policy will be reviewed periodically to ensure continuing effectiveness.