

LANGELYNNIN COMMUNITY COUNCIL TRAINING POLICY

Introduction

Llangelynnin Community Council is committed to the ongoing training and development of its Councillors and Clerk to ensure the highest standard of representation and services for the residents of the Community.

This policy sets out:

- the Community Council's commitment to training and development
- the identification of training and development needs
- financial assistance
- study leave
- the monitoring of the policy

Commitment to Training and Development

The objectives of this policy are to encourage councillors and staff to undertake appropriate training and development either in person or online **and** ensure that training and development is evaluated in order to judge its value to both the Council and individuals

Llangelynnin Community Council recognises that some of its most important resources are its Clerk and Councillors, therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Identification of Training and Development Needs

Appropriate training and development may be necessary to ensure that both the Clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the Clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified. New Councillors will be required to undertake New Councillor Induction and Code of Conduct training within three months of joining.

Financial Assistance

All training and development must be appropriate to the needs of the Council, relevant to the individual's role, and is subject to the availability of financial resources. An annual bursary of £100 is available through One Voice Wales to assist with training.

Study Leave

Councillors will not be eligible for study leave as they do not have a paid role. Any training undertaken by the Clerk will be undertaken in their own time.

Monitoring of the Policy

The Clerk and Chair will be responsible for the monitoring and management of the budget for this policy. Training will be allocated in April each year and form part of the Councils Training Plan which is displayed on the Councils website.

Amended and Approved : 13/05/2026

Next Review Date: April 2027

R G Edwards

(Chairman)

Training Records

Councillor's Training Record

Councillor	Date	Details	Training Provider
Megan Griffiths	22.10.24	New Councillor Induction	OVW
Megan Griffiths	26.11.24	The Council (module 1)	OVW
Megan Griffiths	09.12.24	The Council (module 2)	OVW
Geraint Edwards	18.11.25	Code of Conduct	OVW
Keith Carroll	24.11.25	Code of Conduct	OVW
Megan Griffiths	09.12.25	Code of Conduct	OVW
Geraint Micah	02.12.25	Code of Conduct	OVW
Cath Severn	23.06.25	New Councillor Induction	OVW

Clerk Training Record

Date	Training Undertaken	Training Provider
30.06.24	ILCA	SLCC