

Training Plan

Llanbedr DC Community Council acknowledges that councillors require training once appointed and that continued professional development is key to being an effective councillor as they progress through their council career.

However, the council acknowledges that many councillors are experienced in their own field of expertise on appointment and hold many transferable skills from their personal and professional lives, we also acknowledge that councillors are volunteers.

Taking this into account councillors will undertake the following mandatory training on appointment:

- i) New Councillor Introduction
- ii) The Council
- iii) The Councillor
- iv) The Code of Conduct

Experienced councillors looking to take up leadership roles will need to have completed the following CPD Courses prior to appointment. However, under exceptional circumstances (see note 1), within 3 months of appointment.

- i) Council Meetings
- ii) Chairing Skills
- iii) Understanding the Law
- iv) Local Government Finance

All other courses will be at the discretion of the individual councillor, other than were mandatory. The Clerk, will, each October make a list of CPD Courses available to councillors for their consideration.

Current courses available are:

- New Councillor Induction
- The Council
- The Councillor
- The Council as an Employer
- Understanding the Law
- Council Meetings
- Local Government Finance
- Health & Safety
- Introduction to Community Engagement
- Code of Conduct
- Chairing Skills
- Community Emergency Planning
- Community/Place Planning

- Community Engagement Part II
- Equality & Diversity
- Information Management
- Use of IT, Websites & Social Media
- Making Effective Grant Applications
- Managing your staff
- Devolution of Services
- Wellbeing of Future Generations Act 2016 / Sustainability
- Local Government Finance (Advanced)
- Mediation and Conciliation
- Successfully Undertaking an Asset Transfer
- Finance and Governance Toolkit
- Biodiversity Part 1
- Biodiversity Part 2
- Nature Project Management

For more information on what each module covers, [see Module Overview](#)

Any reasonable costs incurred will be met by the Council.

(Note 1) – Exceptional circumstances is purposefully not defined and will be judged on a subjective basis by the council as a collective. However, the exceptional circumstances must be recorded in a meeting of the full council.