

St Davids City Council

Training and Development Policy¹



Date Approved by Council: 18 May 2026

Date due for review: May 2027

1. Introduction

1.1 This policy outlines St Davids City Council's commitment to ensuring that councillors, staff, and volunteers have the necessary skills, knowledge, and competencies to deliver high-quality services to our community.

1.2 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must make and publish a Training Plan for councillors and staff.

1.3 This policy supports the Council's strategic objectives to²:

- Deliver efficient and effective services to our community
- Ensure good governance and financial management
- Enhance community engagement and participation
- Maintain and improve community facilities
- Support sustainable development of our city

2. Policy Scope

2.1 This policy applies to:

- All elected members of St Davids City Council
- All employees (full-time, part-time, and temporary)
- All volunteers supporting Council activities
- Committee members

2.2 The Council commits to:

- Providing appropriate training budgets
- Supporting professional qualification attainment
- Regular skills assessment and development
- Evaluating training effectiveness
- Annual policy review

¹ This training policy demonstrates how specific elements of training support the council's strategic objectives.

² These objectives form the framework for all training activities. Each element of training in this policy has been designed to support one or more of these goals.

3. Councillor Training Programme³

3.1 One Voice Wales Module Reference Table⁴:

Module	Title	Recommendation	Cost (£)
	New Councillor Induction	Essential	44
1	The Council	Essential	44
2	The Councillor	Essential	44
3	The Council as an Employer	Recommended	44
4	Understanding The Law	Essential	44
5	The Council Meeting	Essential	44
6	Local Government Finance	Recommended	44
7	Health & Safety	Recommended	44
8	Introduction to Community Engagement	Recommended	44
9	Code of Conduct	Essential	44
10	Chairing Skills	Recommended	44
11	<i>(No longer included in the OVW programme)</i>		
12	Creating a Community Place Plan	Recommended	44
13	Community Engagement Part II	Recommended	44
14	Equality & Diversity	Recommended	44
15	Information Management	Recommended	44
16	Use of IT, Websites & Social Media	Recommended	44
17	Making Effective Grant Applications	Recommended	44
18	Managing Your Staff	Recommended	44
19	Devolution of Services / Community Asset Transfer	Recommended	44
20	Well-being of Future Generations/Sustainability	Recommended	44
21	Understanding Local Government Finance – Advanced	Recommended	44
22	Understanding Mediation <i>(not available remotely unless bespoke)</i>	Recommended	44
23	Community Asset Transfer	Recommended	44
24	Finance and Governance Toolkit	Recommended	44

³ While One Voice Wales and SLCC provide comprehensive professional development, this policy currently lacks Welsh language training requirements under the Welsh Language Act 1993. Future revisions should incorporate:
 - Basic Welsh language skills for public-facing staff - Welsh language awareness training for all staff and councillors - Advanced Welsh for key customer service roles - Bilingual document preparation training. This addition would strengthen our commitment to both statutory compliance and community engagement objectives.

⁴ The One Voice Wales modules directly support efficient service delivery and good governance objectives. The Code of Conduct and Understanding the Law modules ensure ethical and legal compliance, while Local Government Finance supports financial management goals.

Module	Title	Recommendation	Cost (£)
25	Biodiversity Basics Part 1	Recommended	44
26	Biodiversity Basics Part 2	Recommended	44
27	Nature Project Management	Recommended	44

3.2 Committee-Specific Recommended Modules⁵

Committee	Recommended Modules	Total Cost (£)
All Councillors (Essential)	Induction, 1, 2, 4, 5, 9	264
Finance	6, 21, 24	132
General Purposes	6, 10	88
Market	3, 6	88
Staffing	3, 18	88

Note:

- Cost is £44 per module per person
- Modules are only counted once per councillor regardless of committee overlap
- Bespoke training available at £491 (+Travel) for up to 20 attendees⁶

3.3 Budget Calculation Method:

- Each councillor's training budget is calculated based on their core modules (£252) plus any additional modules required for their specific committee roles
- Modules are only counted once per councillor, regardless of how many committees require that module

4. Staff Development Framework

4.1 Clerks/RFO Professional Development⁷

- Certificate in Local Council Administration (CiLCA) qualification requirement
- Society of Local Council Clerks (SLCC) membership and training pathway
- Continuing Professional Development (CPD) requirements
- Annual training needs assessment

4.2 Administrative Staff Development⁸

⁵ This structured approach ensures targeted skill development for specific roles, directly supporting the efficient service delivery objective. The matrix demonstrates how training investment aligns with committee responsibilities.

⁶ The note demonstrates an understanding of the financial implications of training and development and how the Council prioritises cost-effective solutions.

⁷ FiLCA/CiLCA qualification requirement directly supports good governance and financial management objectives. SLCC membership ensures access to current best practices and networking opportunities.

⁸ Technical and customer service training supports efficient service delivery.

- Essential skills training (IT, administration, customer service)
- Role-specific technical training
- Health and safety training
- Professional qualification support where relevant

4.3 Operational Staff Development⁹

- Health and safety training
- Equipment operation certifications
- First aid training
- Customer service skills

4.4 Training Support

- Course fees covered by Council
- Study leave allocation
- Professional membership fees
- Training materials and resources

5. Volunteer Training Framework¹⁰

5.1 Core Training Requirements

- Council induction
- Health and safety
- Safeguarding (where applicable)
- Role-specific training
- Emergency procedures

5.2 Specialist Volunteer Roles

- Project-specific training
- Technical skills development
- Leadership training where appropriate
- Mentoring and support

5.3 Support and Recognition

- Regular supervision
- Skills development opportunities
- Recognition of prior learning
- Achievement certification

⁹ Health and safety training ensures safe maintenance of community facilities.

¹⁰ Volunteer training supports community engagement objectives by enabling effective participation. Safeguarding and health & safety elements ensure responsible facility management.

6. Training Administration and Resources

6.1 Budget Allocation¹¹

- Annual training budget review
- Committee-specific allocations
- Professional development fund
- Emergency training provision

6.2 Application Process

- Training request form submission
- Line manager/Committee Chair approval
- Resource allocation
- Feedback requirement

6.3 Record Keeping

- Individual training records
- Qualification tracking
- Certification copies
- Skills matrix maintenance

7. Implementation and Responsibilities

7.1 Council Responsibilities

- Policy maintenance
- Budget provision
- Regular review
- Strategic direction

7.2 Staffing Committee Responsibilities

- Training needs assessment
- Programme approval
- Progress monitoring
- Policy compliance

7.3 Clerk Responsibilities

- Training coordination
- Record keeping
- Budget management

¹¹ The dedicated training budget (£3,500) demonstrates commitment to professional development and ensures sustainable investment in council capabilities.

- Provider liaison

7.4 Individual Responsibilities

- Identifying training needs
- Attending arranged training
- Providing feedback
- Implementing learning

8. Evaluation and Monitoring¹²

8.1 Success Measures

- Training completion rates
- Qualification achievements
- Service improvement indicators
- Feedback scores
- Community satisfaction levels

8.2 Review Process

- Quarterly progress reports
- Annual policy review
- Impact assessment
- Return on investment analysis

8.3 Quality Assurance

- Provider evaluation
- Content review
- Delivery assessment
- Outcome monitoring

9. Policy Review

9.1 This policy will be reviewed annually by the General Purposes Committee in conjunction with the Staffing Committee as appropriate.

9.2 Updates will consider:

- Legislative changes
- Council objectives
- Training effectiveness
- Budget considerations

¹² These metrics directly link to council objectives, enabling measurement of training effectiveness against strategic goals.

- Community needs

Appendices

Appendix A: Annual Training Budget

- Total allocated budget: £3,500
- Councillor training: £1,200 (adjusted for overlap in module requirements across the four committees)
- Staff development: £1,500
- Volunteer training: £300
- Contingency: £500

Appendix B: Professional Qualifications Support

1. CiLCA qualification: Full funding
2. SLCC membership: Full funding
3. Other relevant professional qualifications: Full funding

Appendix C: Training Application

Template for training requests including:

- Applicant details
- Training requested
- Relevance to role
- Cost implications
- Expected outcomes