



Training Plan

Section 67 of the Local Government and Elections (Wales) Act 2021 requires the Community Council to fulfil its statutory duty to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The training plan is designed to ensure that councillors and staff possess the knowledge and awareness needed for the council to operate effectively.

After each ordinary election of community councillors, a new training plan must be put in place to reflect the training needs resulting from changes to council members and to provide for new councillors. The council will review the plan from time to time to keep it up to date and relevant.

Council Staff

Annual performance appraisals identify individual training opportunities on an on-going basis. At this time the Community Council uses the services of a Locum Clerk/RFO but is currently recruiting for a permanent Clerk/RFO.

The new Clerk/RFO, if not already qualified, will be expected to work towards the following qualifications and attend SLCC's "Creating Accessible Word and PDF Documents" webinar.

ILCA (Introduction to Local Council Administration)

FILCA (Financial Introduction to Council Administration)

Following successful completion of the above introductory qualifications the Clerk/RFO will be expected to work towards the CiLCA qualification (Certificate in Local Council Administration) and, if considered appropriate, the Community Governance qualification.

Councillors

There are basic core areas to address to ensure the council members have sufficient understanding. These are:

- Basic induction for councillors – this can be provided by qualified council staff or by One Voice Wales and is particularly relevant to new councillors.
- The Code of Conduct for members of local authorities in Wales – these will be provided by One Voice Wales and all members should attend after each ordinary election.

Members are also encouraged to identify their own training needs and where a specific need is identified, members will be offered the opportunity to attend relevant training courses for the benefit of the council. The council may wish to consider if there are new challenges and opportunities to explore and may decide there are new skills for councillors and staff to attain going forward from the publication of this training plan.