

LLANGYNWYD MIDDLE COMMUNITY COUNCIL



Community Council Training Plan

1. Introduction

- 1.1 It is a requirement of Section 67 of the Local Government and Elections (Wales) Act 2021 that the Community Council produces and publishes a training plan setting out its proposals in relation to the provision of training for:
 - i) The Councillors
 - ii) The staff
- 1.2 The purpose of the training plan is to allow training to be planned in a proportionate way, considering factors such as the activities undertaken by the Council, the current expertise of Councillors and Clerks and the nature and significance of any training needs identified

- 1.3 The first training plan must be ready and published by the 5th November 2022
- 1.4 The Council must review the training plan from time to time; it is proposed that it be reviewed annually

2. Training Plan

- 2.1 One Voice Wales provides a monthly training programme which the Clerk forwards via email to all Councillors who are asked to identify the training and to contact the Clerk to book the session(s)
- 2.2 The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify their own training needs which will be considered carefully by Council based on relevance and cost
- 2.3 Councils should ensure that Councillors and staff have sufficient skills and understanding in all key areas. These include Induction for Councillors; the Code of Conduct for Members of Local Authorities in Wales; Financial Management and Governance for Councillors and the Certificate in Local Council Administration (CiLCA) for the Clerk
- 2.4 In addition to these areas, Council may consider if there are new challenges and opportunities to explore, such as those offered by the general power of competence, in which case, it may decide there are new skills for Councillors and Clerks to attain.
- 2.5 The training plan should provide, as a minimum, information about:
 - The type of training
 - Numbers participating
 - The timeframe over which the training is expected to be completed
 - The overall cost of the training.

3. Recommendation: It is recommended that:

- 3.1 The training plan attached at **Appendix A** of the report be approved in conjunction with the training schedule attached at **Appendix B**.

Background Papers: None Appendices:

Appendix A	Llangynwyd Middle Community Council - Training Plan
Appendix B	Llangynwyd Middle Community Council - Training Schedule

Cheryl John
Clerk to Llangynwyd Middle Community Council

Appendix A

Llangynwyd Middle Community Council - Training Plan

Topic	Required	Timescale
New Councillor Induction (only available at election time)	All Councillors	As soon as possible
The Council	Clerk and all Councillors	As soon as possible
The Councillor	All Councillors	As soon as possible
The Council as an Employer	All Personnel Committee Members	As soon as possible
Understanding the Law	Clerk and all Councillors	As soon as possible
The Council Meeting	Clerk and all Councillors	As soon as possible
Local Government Finance	Clerk and all Finance Committee Members	As soon as possible
Health & Safety	Environment, Biodiversity and Amenities Committee Members	As soon as possible
Introduction to Community Engagement	Clerk, Chair and one other Member of both RoW & EBA Committees	As soon as possible
Code of Conduct	All Councillors	As soon as possible
Chairing Skills	All Chairs and Vice-chairs (Council and Committees)	As soon as possible
Community/Place Planning	If required	When required
Community Engagement Part 2	Clerk, Chair and one other Member of both RoW & EBA Committees	As soon as possible
Equality & Diversity	All Personnel Committee Members	As soon as possible
Information Management	Clerk	As soon as possible
Use of IT, Websites & Social Media	Clerk	As soon as possible
Making Effective Grant Applications	Clerk	As soon as possible
Effective Staff Management	Clerk and all Personnel Committee Members	As soon as possible
Devolution of Services / CAT	If required	When required

Wellbeing of Future Generations Act 2015 / Sustainability	Not required	-
Understanding Local Government Finance - Advanced	Clerk and all Finance Committee Members	As soon as possible
Planning Aid Wales Training	All Councillors	As soon as possible

Note: The training schedule is updated as soon as information is available; dates, costs, etc.