



## **Item 19**

**Council – 9 June 2022**

# **Community Council Training Plan**

## **1. Introduction**

- 1.1 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must make and publish a Training Plan setting out its proposals in relation to the provision of training for:
  - i) The Councillors of the Community Council.
  - ii) The Community Council 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 that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.
- 1.3 The Training Plan must be made within three months after each Ordinary Election of Community Councillors to the Council.
- 1.4 The Training Plan 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. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s).
- 2.2 The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the 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, Councils 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:

- i) The type of training.
- ii) Numbers participating.
- iii) The timeframe over which the training is expected to be completed.
- iv) The overall cost of the training.

3. **Recommendation:** It is recommended that:

3.1 The Training Programme attached at **Appendix A** of the report be approved.

**Background Papers:** None

**Appendices:**

<b>Appendix A</b>	Llangyfelach Community Council – Training Plan
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**Huw Evans**

**Clerk to Llangyfelach Community Council**

## Appendix A

### Llangyfelach Community Council – Training Programme

<b>Topic</b>	<b>Required</b>	<b>Timescale</b>
Code of Conduct	All Councillors / Clerk	Within 6 months of being elected
Understanding the Law	All Councillors / Clerk	Within 6 months of being elected
Chairing Skills	All Chairs / Vice Chairs / Clerk	Within 6 months of being elected
The Council Meeting	All Councillors / Clerk	Within 6 months of being elected
Local Government Finance	All Finance Committee Members / Clerk	Within 6 months of being elected to the Finance Committee
The Council	All Councillors / Clerk	Once in the Council Term
The Councillor	All Councillors / Clerk	Once in the Council Term
Effective Staff Management	All Members of Personnel Committee	Within 6 months of being elected
The Council as an Employer	All Members of Personnel Committee	Within 6 months of being elected
Advanced Local Government Finance	All Finance Committee Members / Clerk	Before the end of 2 <sup>nd</sup> Year of Council Term
Introduction to Community Engagement	Two Councillors	Once during the Council term
Community Engagement Part 2	Two Councillors	Once during the Council term
Health & Safety	Clerk / Two Councillors	Once during the Council term
Creating a Community Plan	Two Councillors	Once during the Council term
Information Management	Clerk / Two Councillors	Once during the Council term
Equality & Diversity	Two Councillors	Once during the Council term
Mediation and Conciliation	Clerk / Two Councillors	Once during the Council term
Planning	Two Councillors	Once during the Council term

**Note:** The Cost of Training will be added as and when it occurs.