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## COUNCIL TRAINING PLAN

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The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan, setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

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 the Council membership and to provide for the election of new Councillors. This is the Council's first training plan which will be reviewed from time to time to keep it up to date and relevant.

In regard to Council staff, performance appraisals are performed annually to identify individual training opportunities on an ongoing basis, whereas in determining Councillors' immediate training priorities and initial training assessment has been made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively going forward from May 2023. The Council has a dedicated team of experienced and qualified staff. Consequently, the council is confident staff knowledge and expertise will help guide and support new members during the first 6-12 months of their term in office. A further assessment of Councillor training needs will be conducted later in the financial year, when new councillors have had time to settle in and have become fully accustomed to their roles and responsibilities. There are core areas to address to ensure the Council has sufficient skills and understanding. These include:

- Basic induction for Councillors
- The Code of Conduct for members of local authorities in Wales
- Financial management and governance

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In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and staff to attain going forward from the publication of this inaugural training plan.

In Terms of the Councils initial plans these are set out in the Following table.

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*COUNCILS TRAINING PLAN*

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WHO	WHAT	HOW	WHEN	COMMENTARY
NEW AND RETURNING COUNCILLORS	Basic induction to the Council.	Informal training delivered by Council Staff	May 2022 or as Elected.	A member information pack will be issued to all Councillors to support the induction programme.
ALL COUNCILLORS	Bespoke training session on the Code of Conduct for Members	Formal training presentation/webinar.	Ongoing.	The initial Training will be topped up with Annual refresher training opportunities provided by One Voice Wales.
CLERK TO THE COUNCIL + RFO	Continuous Professional Development.	Attendance at sector specific local council conferences and training seminars throughout the financial year.	Ongoing.	The Clerk is working towards various higher level qualifications and certificates in respect of Local Government.

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DEPUTY CLERK	Over 40 years' experience of accounting and 15 years' experience of Local Government working.	Use experience and knowledge.	Knowledge obtained for specific roles.	The Deputy Clerk deputises for the Clerk to the Council when absent and so requires a general understanding of all aspects of Local Council administration.
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