

June 2023

Cwmllynfell 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.

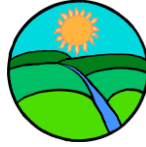
1.3 The Community Council must review the Training Plan from time to time. It is proposed that it be reviewed annually.

2. Training Plan

2.1 One Voice Wales provides a training programme which the Clerk will forward 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.



2.4 In addition to these areas, Councils may consider if there are new challenges and opportunities to explore.

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.

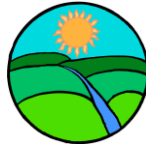
3. Recommendation: It is recommended that:

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

Background Papers: None

Appendices:

Appendix A	Cwmlllynfell Community Council – Training Plan
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Appendix

A Cwmllynfell Community Council – Training Programme

Topic	Timescale	Requirement
Code of Conduct	Within 6 months of being elected	Not mandatory
Understanding the Law	Within 6 months of being elected	Not mandatory
Chairing Skills	Within 6 months of being elected	Not mandatory
The Council Meeting	Within 6 months of being elected	Not mandatory
Local Government Finance	Within 6 months of being elected	Not mandatory
The Council	Once in the Council Term	Not mandatory
The Councillor	Once in the Council Term	Not mandatory
Effective Staff Management	Within 6 months of being elected	Not mandatory
The Council as an Employer	Within 6 months of being elected	Not mandatory
Advanced Local Government Finance	Before the end of 2 nd Year of Council Term	Not mandatory
Introduction to Community Engagement	Once during the Council term	Not mandatory
Community Engagement Part 2	Once during the Council term	Not mandatory
Health & Safety	Once during the Council term	Not mandatory
Creating a Community Plan	Once during the Council term	Not mandatory
Information Management	Once during the Council term	Not mandatory
Equality & Diversity	Once during the Council term	Not mandatory
Mediation and Conciliation	Once during the Council term	Not mandatory
Planning	Once during the Council term	Not mandatory

Note: The Cost of Training is £38 per session, per Member.

As Cwmllynfell Community Council's turnover (i.e. annual budgeted income) is £100,000 or less, 50% of the cost of training sessions up a maximum of £100.00 in 2023-24 can be reclaimed for any sessions attended