

Training Plan

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.

There are core areas to be addressed in order to ensure that the Council has sufficient skills and understanding. These are:

- A module for new councillors;
- The Code of Conduct for members of local authorities in Wales;
- Financial management and governance

All Councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides monthly information on its courses, and these are distributed to all members of the Town Council. Courses are offered online and are available in Welsh and English. All Councillors receive the latest version of the 'Good Councillor's Guide' published by the Welsh Government, and they should familiarise themselves with its contents. In addition, the Clerk will have the opportunity to attend courses offered by the Clerks' Association (SLCC) and the Clerk's membership of the SLCC paid for by the Town Council.

The Town Council will allocate funding annually to ensure that Councillors and its employees are able to attend training courses, conferences and events in the sector.

The Clerk will be responsible for:

- circulating any information about suitable courses and suggest relevant courses to Council members
- keeping a record of the courses attended annually

Plan:

- New Councillors - to attend the One Voice Wales new Councillors module within a year of their election
- All Councillors - to attend the One Voice Wales Code of Conduct training module - within 6 months of their election.
- Encouragement for all Councillors to attend appropriate One Voice Wales courses
- All the new Chairs and Vice-Chairs of all committees – to attend One Voice Wales Charing Skills module – within a year of their election
- Clerk - Continuing Professional Training - attending conferences, seminars, training courses, sector events - every year as required
- Administrative Assistant – Continuing Professional Training - attending conferences, seminars, training courses, sector events - every year as required
- Groundsman - Continuing Professional Training - attending conferences, seminars, training courses - every year as required