



TRAINING PLAN: 2022 – 2027

Adopted: 10th October 2022

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement 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.

A new training plan must be put in place after each ordinary election of Community Councillors 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 but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining Councillors' immediate training priorities an initial training assessment will be 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 2022. The Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of Councillor training needs will be conducted later in the financial year, when new Councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

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

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.

The Council has approved the publication of this training plan having identified its initial requirements to take the Council forward following the local government ordinary elections on

5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New and returning Councillors	Basic induction to the Council	Informal training delivered by Clerk	May-June 2022	Basic induction via presentation providing an overview and understanding of how the Council operates. A member information pack will also be issued to all Councillors to support the induction programme.	Completed June 2022.
All Councillors	Bespoke training session on the Code of Conduct for Members	Formal training	By no later than Dec 2022	The Clerk delivered overview training as part of the induction. This initial overview will be topped up by training opportunities provided by MTCBC Democratic Services Team.	One new Cllr has completed formal Code of Conduct – module 9 training via One Voice Wales in June 2022.
Clerk to the Council	Continuous Professional Development	Attendance and completion of sector specific local council conferences and training seminars throughout the financial year.	By 31 st March 2023.	The Clerk possesses the Introduction to Local Council Administration (ILCA) sector specific qualification.	Ongoing
Clerk to the Council	Certificate in Local Council Administration (iLCA)	Formal qualification	By March 2024	CiLCA is a foundation qualification which evaluates whether you have a broad knowledge of all aspects of a Clerk's	Completed 2022.

				work – roles and responsibilities, the law, procedures, finance planning and community involvement.	
Chair of the Council	Chairing Skills Module 10	Formal training provided by One Voice Wales	By March 202	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	Completed March 2022.
2 x Staffing Committee member Councillors	The Council as an Employer Module 3	Formal training provided by One Voice Wales	By March 2025	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	One Cllr completed the training in July 2022.
1 x Councillor	Advanced Local Government Finance Module 21	Formal training provided by One Voice Wales	By December 2024	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales. One Cllr has completed Local Government Finance – Module 6 and will progress to the next module.	Completed.
1 x Councillor	Understanding the Law – Module 4	Formal training provided by One Voice Wales	By December 2025	One Voice Wales have developed a training scheme for Community	

				and Town Councils which is being delivered across Wales.	
1 x Councillor	Health & Safety – Module 7	Formal training provided by One Voice Wales	By March 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
1 x Councillor	The Council Meeting – Module 5	Formal training provided by One Voice Wales	By December 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
All Councillors and Staff	Equalities & Diversity Training	Formal training provider.	By September 2025	To ensure all understand their responsibilities under the Equality Act 2010, promote inclusive practices, and foster a respectful environment for all members of the community. This training supports fair decision-making and helps prevent discrimination in service delivery and internal operations.	