



LLANDWROG COMMUNITY COUNCIL

Training Plan for Staff & Councillors

Adopted by the Council in its meeting dated 28 November 2022

Section 67 of the Local Government and Elections (Wales) Act 2021 places a statutory duty upon town and community councils to make and publish a plan setting out how it proposes to address the training needs of both councillors and staff.

The purpose of the plan is to ensure that collectively the Council possesses the knowledge and awareness needed 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 first such plan, and it will be reviewed annually at the AGM.

The Council employs one member of staff, part-time (0.4 FE), namely Clerk/Administrative Officer/Responsible Financial Officer. The Clerk has extensive experience in the field of Local Government finance. . The Council is confident that the knowledge and expertise of the Clerk/Responsible Financial Officer helps to guide and support the Council's financial strategy, monitor its expenditure and income and identify any risks to the Council's finances. The Council encourages and supports the Clerk to follow CILA qualifications as well as offering a Continuing Professional Development program by attending conferences, training seminars for Community Councils specific to the sector throughout the year

The Council has 14 members - a mixture of experienced members in the field of Local Government and the Public Sector, members who run businesses, and members who lead projects of voluntary organizations in their villages. Some members also have expertise in several areas which are appropriate to the Council's work (for example Health and Safety regulations and Cemeteries Management), and new inexperienced members in the field of Local Government.

An assessment of the training needs of councillors will be carried out later in the financial year when new councillors have had more time to settle in and become fully familiar with their roles and responsibilities. An assessment of training needs will be an important part of staff and member appraisals. Despite this, there are core areas to be addressed in order to ensure that 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 whether there are new challenges and opportunities that it may wish to explore, for example, those offered by the General

Competence Power. If so, it may decide that there are new skills for councillors and staff to gain in the future from the publication of this first training plan.

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

Offered to	What	How	When	Comments
All Councillors	Attend a minimum of the Training Sessions of the 23 training modules available	Courses offered by One Voice Wales	One Voice Wales timetable, but by 31 st March 2024	Clerk to send a list of One Voice Wales's monthly courses and arrange for members to attend the training. The Clerk has asked a every member to choose two modules from the 23 offered to members to attend in during the next 12 months.
Chairperson & Vice Chair	Expand knowledge on developments in the area of Local Government specifically Community Councils	Attend local council training conferences and seminars specific to the sector throughout the year	31 st March 2023	Clerk to send details of all relevant conferences & seminars that may be appropriate for the Chair & Vice Chair to attend particularly on Local Governments legislations which impacts the Community Council
Chairs of Committees	Expand knowledge on developments in the area of Local Government specifically Community Councils specifically Finance & Assets & Cemeteries	Attend local council training conferences and seminars specific to the sector throughout the year (specifically matters relating to Finance & Cemeteries & assets Management)	31 st March 2023	Clerk to send details of all relevant conferences & seminars and training courses that may be appropriate for the Chairs of Committees to attend particularly on Local Governments legislations which impacts the

				Community Council Finances and Assets
Clerk / Admin Officer	Continuing Professional Development	Attend council training conferences and seminars specific to the sector throughout the year.	31 st March 2024	The post is vacant on the date the training plan is published. It is hoped the new Clerk when appointed will be competent, experienced and partly or fully qualified.