

CYNGOR CYMUNED  
CWARTER BACH  
COMMUNITY COUNCIL



### **TRAINING PLAN 2024-2025**

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.

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.

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.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

All councillors must undertake Code of Conduct Training at least once during the lifetime of a council (i.e., 5 years from election to election). These courses are provided by One Voice Wales and Carmarthenshire County Council respectively.

In determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient knowledge and experience across the council for it to operate effectively going forward from November 2022. With regard to council staff, annual performance appraisals will identify individual training opportunities on an on-going basis, and certain health and safety training is mandatory and has to be undertaken at specified times.

In terms of the council's immediate training plans these are set out in the following table:

| WHO  | WHAT  | HOW  | WHEN                                   | COMMENTS   |
|--|---|--|--|--|
| New and returning Councillors                                  | Basic Induction To the Council                      | Informal training delivered by Council staff   |  |  |
| All Councillors  | Code of Conduct Training                            | Formal Training by One Voice Wales and/or CCC  | By 3 months after taking position.     | The initial training will be topped up with annual refresher training opportunities as provided by Carmarthenshire County Council.   |
| All Councillors and councillors with specific responsibilities | Bespoke training on key topics and responsibilities | One Voice Wales training programme and bespoke training  | ASAP                                   | Training will be available for all councillors on a monthly basis from One Voice Wales. Councillors with specific duties or responsibilities will be allocated specific training to reflect any skill or knowledge requirements. |
| All Chairs and Vice Chairs                                     | Chairing Skills Module 10                           | One Voice Wales  | By 3 months following taking position. | One Voice Wales  |
| Chair of Finance Committee                                     | Local Government Finance Module 21 (as a minimum)   | One Voice Wales or other   | By 3 months following position.        |  |
| Chair of Personnel Committee                                   | The Council as an Employer Module 3                 | One Voice Wales or other   | By 3 months following position.        |  |
| All Councillors  | Law and Finance Modules                             | One Voice Wales  | Within 1 year of becoming a councillor |  |
| Clerk  | Continuous Professional Development                 | Attendance at sector specific local government conferences and training from various agencies. | To do 1 course per year.               | The Clerk is doing the iLCA and will follow up with the FiLCA and CiLCA  |

**ADOPTED: 7<sup>th</sup> June 2023 / REVISED May 2024**