

# **Cefn 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 Training Plan will be made within six months after each Ordinary Election of Community Councillors to the Council.

## **2. Training Plan**

2.1 Councillors are asked to identify their training needs and to contact the Clerk to book the relevant training.

2.2 The Clerk will provide a training programme as they become available for Councillors and will forward the programme via email to Councillors.

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 and the Certificate in Local Council Administration (CiLCA) for the Clerk.

2.4 In addition to these areas, Councils may consider if there are new challenges and opportunities to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for Councillors and Clerks to attain.

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.

Appendix A		
<b>Training Programme</b>	<b>Cefn Community Council -</b>	
<b>Topic</b>	<b>Required</b>	<b>Timescale</b>
Code of Conduct	All Councillors	Within nine months of being elected
Understanding the Law	All Councillors	Within nine months of being elected
Chairing Skills	All Chairs & Vice Chairs	Within nine months of being elected
Local Government Finance	Chair & Vice Chair of Finance	Within nine months of being elected
The Council as an Employer	Staffing Committee Members	Once During the Council Term

The Councillor	All Councillors	Once During the Council Term
Health & Safety	Clerk, Admin Asst & Two Councillors	Once During the Council Term
Planning	Two Councillors	Once During the Council Term
ILCA/CILCA	Clerk & Admin Assistant	During the Council term
Information Management	Clerk, Admin Assistant & One Cllr	Once During the Council Term