

VALE OF GRWYNEY COMMUNITY COUNCIL

Section 67 of the 2021 Local Government and Elections (Wales) Act requires community councils to make and publish a plan about the training provision for its members and staff.

The purpose of the training plan is to set out requirements for the provision of training so it can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the clerk, possess the knowledge and awareness needed to operate effectively.

There are areas which all councils should ensure that they have 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 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 identified its initial requirements to take the council forward following the local government ordinary elections on 5 May 2022. This plan outlines 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.

The council's initial plans are set out in the following table:

Courses Identified as Needed	Role to which they relate	Training Provided by	Description	Participants	Estimated Cost				
					2022-23	2023-24	2024-25	2025-26	2026-27
Basic Induction to the Council	New and returning councillors	Informal training by the clerk	Member pack issued to all members, ie (standing orders, financial regulations, code of conduct, Good Councillors Guide)	All	Nil	Nil	Nil	Nil	Nil
Standing Orders Familiarisation	New and returning councillors	Informal training	Councillors required to read and familiarise themselves with the standing orders	All	Nil	Nil	Nil	Nil	Nil
Financial Regulations Familiarisation	New and returning councillors	Informal training	Councillors required to read and familiarise themselves with the Financial Regulations	All	Nil	Nil	Nil	Nil	Nil
The Council	Councillors	One Voice Wales: Module 1	Training provided on the Council as a Corporate Body. The "Team" of Members and Staff; The Council's Role; Working with Unitary	One Member	£35	n/k	n/k	n/k	n/k

			Authorities; Building Partnership Working						
The Councillor	Councillors	One Voice Wales: Module 2	Training provided on the Councillor and their Commitment; Register of Interests; Code of Conduct and Ethical Behaviour; Monitoring Officers and Standards Committees; Debating and Making Decisions; Representing Your Electorate; Building Bridges	One Member	£35	n/k	n/k	n/k	n/k
The Council as an Employer	Councillors	One Voice Wales: Module 3	Training provided on Contracts of Employment; Role and Person Specification; Recruitment and Retention; Discipline, Grievance and Appeals ; Health and Safety ;Training and Development; Sources of Advice	One Member	£35	n/k	n/k	n/k	n/k

Local Government Finance	Councillors/ RFO	One Voice Wales: Module 6	Training on the Role of the Responsible Finance Officer; Accounting and Strategy Guidance; Financial Regulations and Risk Assessment; Budgets and Precepts; Internal and External Audit; Insurance; Income and Expenditure Powers; Other Sources of Income.	One member minimum	£35	n/k	n/k	n/k	n/k
Community Engagement	Councillors	One Voice Wale: Module 8	Explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve.	One Member minimum	£35	n/k	n/k	n/k	n/k
Code of Conduct	Councillors	One Voice Wales: Module 9	Training provided to enable participants to understand the Nolan principles of public life and develop a more in-depth	All	£35 per member	n/k	n/k	n/k	n/k

		Powys County Council	<p>knowledge of the Code of Conduct and how it applies to local Councillors. The module specifically covers the following:</p> <p>The Nolan Principles What Councillors must do and must not do Personal/Prejudicial interests Predetermination & Predisposition How the Code is Policed</p>						
Chairing Skills	Recommended for newly elected Chairs	One Voice Wales: Module 10	To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.	New Chairs	£35 min				
Planning	Councillors	Planning Aid Wales	Training to help make stronger responses to planning applications and	Interested Members	£35 min	n/k	n/k	n/k	n/k

			improve relationships with your planning authority.						
Agendas and Minutes	Clerk	SLCC	Recognise how best to prepare both agendas and minutes. Consider the best style and variations in content for agendas. Find out how to practice your skills of listening, note taking and writing. Understand the formalities and legal duties of minute taking, logging and signing.	Clerk	£60 plus VAT	n/k	n/k	n/k	n/k
Financial Introduction to Local Council Administration (FILCA)	RFO	SLCC	The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales	RFO	£120 plus VAT	n/k	n/k	n/k	n/k

When councillors/staff leave post training requirements will be assessed to ensure at least one member of the council/staff has received the training identified in the council's training needs.

Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.

Full records are held separately about Councillor training carried out. Training needs may be identified.

The Budget for Councillor training in 2022/23 is £1,000

Date approved by Council....., 2022

Date of First Planned Review....., 20..