

Council Training Plan

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to draw up 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 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 the Community Council and reflect the training needs resulting from the outcome. For any Councillors joining the Council during its 5-year term, the existing plan will apply.

This is the Council's first training plan but it will be reviewed from time to time in order to keep it up to date and relevant.

With regard to the Clerk, an annual performance appraisal will identify training opportunities on an on-going basis. In determining Councillors' immediate training priorities, an initial assessment has been carried out of the essential skills needed to continue to operate effectively from May 2022. However, a further assessment of Councillor training will be conducted later in the financial year, when new Councillors have had time to fully settle-in and have become fully accustomed with their roles and any responsibilities.

Notwithstanding this, there are core areas to address to ensure all members of the Council have sufficient skills and understanding. These are:

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

In the event of the role of the Council changing or following a change in legislation, the Council may decide that additional training is required for Councillors and Staff.

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.

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

**ST DONATS COMMUNITY COUNCIL
TRAINING PLAN.**

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New and returning Councillors	Basic induction for Councillors	'Good Councillor Guide'	As soon as practical after Election/ Co-option	Ongoing Reference to publication which is available at: see the link at the bottom of the page **	
All Councillors	Code of Conduct Training	Delivered by One Voice Wales	Within 6 months of Election/ Co-option	Initial training to be 'topped up' every 2/3 years	
Clerk to the Council	ILCA followed by CILCA	SLCC (Society of Local Council Clerks)	As Council deem necessary i.e. ILCA within 12 months/CILCA within 24/36 months	Clerk to possess one of the sector specific Clerk's qualifications, within the timescale.	Clerk has CILCA qualification obtained July 2017
Councillors	Modules 1-23	One Voice Wales	Within budget constraints and over the 5 years of the Council.	Cllrs select/share which modules required to suit this Council.	
Councillors/Clerk	Planning Aid Wales Courses	Planning Aid Wales	Within budget constraints and as required.	Councillors select relevant courses to suit needs of the Council. Such courses can improve Councillor planning knowledge and assist the Council to make clear and relevant observations on Planning applications.	

** <https://gov.wales/sites/default/files/publications/2022-08/good-councillors-guide-2022.pdf>

ST DONATS COMMUNITY COUNCIL

Courses	2022/23	2023/24
New Councillor Induction (Election years only)	GH	
The Council 1	GH	
The Councillor 2		
The Council as an Employer 3		
Understanding the Law 4		
The Council Meeting 5		
Local Government Finance 6	GH, JT	
Health and Safety 7		
Introduction to Community Engagement 8		
Code of Conduct 9	GH, TE, MJ, BC, TP, JT,	
Chairing Skills 10	GH, JT	
Community Emergency Planning 11		
Creating a Community Plan 12		
Community Engagement Part II 13		
Equality & Diversity 14		
Information Management 15		
Use of IT, Websites & Social Media 16		
Making Effective Grant Applications 17		
Managing Your Staff 18		
Devolution of Services/ Community Asset Transfer 19		
Wellbeing of Future Generations Act 2015 / Sustainability 20		
Local Government Finance – ADVANCED 21		
Understanding Mediation 22		
Successfully taking on a Community Asset Transfer 23		
Planning from Start to Finish (Planning Aid Wales)	JG	
Introduction to Planning Enforcement	GH	

ST DONATS COMMUNITY COUNCIL

COUNCILLOR BOOKING FORM FOR COURSES TO BE FORWARDED TO CLERK ONCE COMPLETED.

NAME		
Course Title	Date	Time