



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

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Clerc i'r Cyngor | Clerk to the Council

**COUNCIL TRAINING PLAN**

**27<sup>th</sup> October 2022**

**1.0 Introduction:**

- 1.1 The council has a statutory duty under the Local Government and Elections (Wales) Act 2021 S67 to make and publish a plan setting out the training provision for its Members and staff. The first training plan must be ready and published by 5<sup>th</sup> November 2022.
- 1.2 The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively. Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by the council, the current expertise of councillors and clerks/staff and the nature and significance of any training needs. Overall, the intention is that the preparation of a training plan would support councillors to have the relevant training to carry out their role – as well as professional clerks and other employees.
- 1.3 In short, 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 with good governance and management. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.
- 1.4 A new training plan must be put in place after each ordinary election of community/ town councillors to reflect the training needs resulting from changes to the council membership and to accommodate the election of new councillors. This is the council's first training plan, but it will review the plan from time to time to keep it up to date and relevant.
- 1.5 Planning for the provision of training can be carried out in a proportionate way, taking into account 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. Overall, the intention is that the preparation of a training plan would support councillors to have the relevant training to carry out their role – as well as professional clerks, officers and other employees.

1.6 For the sake of clarity, it is the publication of the Training Plan which is a statutory requirement not the undertaking of, or attendance at, training itself.

## **2.0 The Training Plan**

2.1 Underlying Policy Statement: the Council will,

- a) Commission training from well-known sector bodies recognised by Welsh Government or with expertise in the opinion of the Clerk to deliver training of quality sufficient to meet need. Examples, but not exclusively include, One Voice Wales, Society of Local Council Clerks, Planning Aid Wales
- b) Support councillors and staff to attend training from those recognised or expert bodies provided it is in the opinion of the Clerk to be relevant to their roles
- c) Meet the cost of such training and provide an annual training budget
- d) Identify a core set of training for all councillors
- e) Identify a core set of training for all staff according to their role.

2.2 Regarding councillors, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding. Welsh Government statutory guidance provides there are areas in 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.

2.3 In addition to these areas, the council will want to 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.

2.4 For the sake of clarity, attendance by councillors at relevant conferences may be accepted as being relevant training.

2.5 Regarding council staff, performance appraisals will identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities an initial training assessment will be made of the essential skills needs. The aim is the council will have a dedicated team of experienced and qualified staff so that it can be confident staff knowledge and expertise will help guide and support new Members during the first 6 to 12 months of their term of office and all Members through their time on the council.

- 2.6 Again, for clarity, attendance by staff at relevant conferences may be accepted as being relevant training.
- 2.7 Section 67(4) of the 2021 Act places a duty on councils to review their training plan from time to time. As a minimum, Welsh Government statutory guidance indicates this would be at least at every ordinary election of community councillors.
- 2.8 Section 67(3) of the 2021 Act, requires that once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors.
- 2.9 This 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 local government ordinary elections planned for May 2027. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.
- 2.10 The council approved the publication of this training plan (below) at its meeting 27<sup>th</sup> October 2022, as its initial requirements to take the council forward following the local government ordinary elections on 5<sup>th</sup> May 2022.

Who	What	How	When	Outcome	Commentary
All new Councillors	Induction to the council	Informal session by The Clerk to the Council	Within 1 months of accepting office	Knowledge and understanding of the work of the council	A basic briefing and presentation. A core set of documents will be provided as an induction pack
All Councillors	Code of Conduct	Formal sessions	Within 6 months of accepting office	Knowledge and understanding of obligations and actions required	Required in Standing Orders
All Councillors and Clerk to the Council	Financial Management and Governance	Formal sessions	Within 1 years of accepting office	Knowledge and understanding of obligations	
All Councillors	A core framework of competencies around: <ul style="list-style-type: none"> <li>• The Council</li> <li>• The Councillor</li> </ul>	Formal sessions and conferences	Within term of office	Knowledge and understanding of the work of the council	

	<ul style="list-style-type: none"> <li>• Council Meetings</li> <li>• The Law</li> <li>• Council as Employer</li> <li>• Basic Health &amp; Safety</li> </ul>				
All councillors	Understanding the planning system including: <ul style="list-style-type: none"> <li>• Planning consultations</li> <li>• Community Planning</li> </ul>	Formal sessions and conferences	Within term of office	Knowledge and understanding of the work of the council in regard to planning and development	
All councillors with special responsibilities and all staff	Specialist subjects according to special responsibility or work areas	Formal/ informal sessions and conferences	Within term of office or appointment	Knowledge and understanding of the work of the council in regard to functions of the council	According to relevance to role subjects such as cemetery, allotments, recreation, information management
All councillors and staff	Climate change and biodiversity	Formal/ informal sessions and conferences	Within term of office or appointment	Knowledge, skill and understanding of the obligations, issues and management/ and planning for the subjects	According to relevance to role
Chairs of Council and Committee	Chairing Skills	Formal session	Within 6 months of accepting office of Chair	Knowledge, skill and understanding of the Chairing meetings	
All staff	A core framework of	Formal sessions and	Within 2 years of	Knowledge and	According to

	competencies around <ul style="list-style-type: none"> <li>• The Council</li> <li>• The Councillor</li> <li>• Council Meetings</li> <li>• The Law</li> <li>• Basic Finance</li> <li>• Basic Health and Safety</li> </ul>	conferences	appointment	understanding of the work of the council	relevance to role
All Managers and Supervisors	Health and Safety	Formal session	Within 6 months of appointment	Knowledge and understanding of the legal and practical obligations of the role	According to relevance to role
Clerk to the Council	Local Council Administration (CiLCA) or equivalent or higher	Formal qualification	Within 18 months of appointment	Knowledge, understanding, and skill necessary to undertake the role of Proper Officer	The current Clerk is already qualified above CiLCA (level 3) at Cert HE Community Governance (level 4) and studying for Diploma (level 5)
Clerk to the Council	Continuous Professional Development	Attendance at sector specific local council conferences and training seminars throughout the year	Continuous	Enhanced knowledge, understanding, and skill necessary to undertake the role of Proper Officer	The current Clerk is and studying for Diploma Community Governance (level 5)
Responsible Finance Officer	Financial Management and Governance	Formal sessions	Within 1 years of accepting office	Knowledge and understanding of obligations	

End of training plan