



St Clears Town Council Training Plan 2023-24

1. Introduction

1.1 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Town 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 Town 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 must be made within three months after each Ordinary Election of Community Councillors to the Council.

1.4 The Training Plan must be reviewed from time to time. It is proposed that it be reviewed annually.

2. Training Plan

2.1 One Voice Wales provides a monthly training programme which the Clerk forwards via email to all Councillors. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s).

2.2 The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.

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.

Background Papers: None

Appendices: Appendix A St Clears Town Council – Training Plan

Catherine Lloyd-Jenkins (Town Clerk – St Clears Town Council)

Appendices: Appendix A St Clears Town Council – Training Plan 2023_24

What	Who	How	When	Cost
Basic Induction to the Council	New and returning councillors	OVW training	Within first 6 months	£38.00 per member
Code of Conduct	All Councillors	Formal training presentation / OVW webinar/CCC training presentation document shared with all members to observe	Within 6 months of being elected/co-opted	
Chairman training	Chairman	OVW training	Within 6 months of becoming a chair	£38.00 per member
Certificate in Local Council Administration	Town Clerk	Formal Qualification	To be completed within two years of being in post	£500 / Bursary
Basic financial regulations	All Finance Committee Members / Clerk	OVW training	Within 6 months of being elected	£38.00 per member
Advanced Local Government Finance	All Finance Committee Members / Clerk	OVW training	Before the end of 2nd Year of Council Term	£38.00 per member
Financial introduction to Local Council Administration / other financial qualification	Finance Responsible Officer	Formal qualification OVW training / Other		OVW-£38.00 per member



Understanding the Law	Clerk / Two Councillors	OVW training	Once during the Council term	£38.00 per member
The Council Meeting	All Councillors / Clerk	OVW training	Within 6 months of being elected	£38.00 per member
The Council	All Councillors / Clerk Once in the Council Term the Councillor All Councillors / Clerk	OVW training	Once in the Council Term	£38.00 per member
The Councillor	All Councillors / Clerk Once in the Council Term the Councillor All Councillors / Clerk	OVW training	Once in the Council Term	£38.00 per member
Effective Staff Management	Members of Personnel/Staffing Committee	OVW training /SLCC / Other	Within 6 months of being elected	£38.00 per member
The Council as an Employer	Members of Personnel/Staffing Committee	OVW training	Within 8 months of being elected	£38.00 per member
Introduction to Community Engagement	Two Councillors	OVW training / SLCC / Other	Once during the Council term	£38.00 per member
Community Engagement Part 2	Two Councillors Once during the Council term	OVW training / SLCC / Other	Once during the Council term	£38.00 per member
Creating a Community Plan	Two Councillors	OVW training / SLCC / Other	Once during the Council term	£38.00 per member
Health & Safety	Clerk /Two Councillors	OVW training / SLCC / Other	Once during the Council term	£38.00 per member
Information Management	Clerk / Two Councillors	OVW training	Once during the Council term	£38.00 per member



Equality & Diversity	Two Councillors	OVW training	Once during the Council term	£38.00 per member
Mediation and Conciliation	Clerk / Two Councillors	OVW training	Once during the Council term	£38.00 per member
Planning	Three Councillors (minimum)	OVW training /Planning Aid Wales	Once during the Council term	£38.00 per member

St Clears Town Council has budgeted £881.50 for subscriptions, training and training expenses purposes for the Civic year 2023/24.

Adopted: 3rd October 2023

Agenda Item: 506

Review date: April 2024