



St Clears Town Council Training Plan 2024-27

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 2024_2027

What	Who	How	When	Cost
New Councillor Induction	New and returning councillors	OVW training	Only available at Election time & bespoke sessions. Within first 6 months	£42 for members or £65 per person for non-members
Certificate in Local Council Administration (CILCA)	Town Clerk	Formal Qualification	To be completed within two years of being in post	£500 /or Bursary
Financial introduction to Local Council Administration (FiLCA) Other financial qualification	Finance Responsible Officer	Formal qualification SLCC /OVW training / Other		£42 for members
The Council – Module 1	All Councillors / Clerk Once in the Council Term the Councillor All Councillors / Clerk	OVW training	Once in the Council Term	£42 for members
The Councillor – Module 2	All Councillors / Clerk Once in the Council Term the Councillor All Councillors / Clerk	OVW training	Once in the Council Term	£42 for members

The Council as an Employer – Module 3	Members of Personnel/Staffing Committee	OVW training	Within 8 months of being elected	£42 for members
Understanding the Law – Module 4	Clerk / Two Councillors	OVW training	Once during the Council term	£42 for members
The Council Meeting – Module 5	All Councillors / Clerk	OVW training	Within 6 months of being elected	£42 for members
Local Government Finance – Module 6	All Finance Committee Members / Clerk	OVW training	Within 6 months of being elected	OVW
Health & Safety – Module 7	Clerk /Two Councillors	OVW training / SLCC / Other	Once during the Council term	£42 for members
Introduction to Community Engagement – Module 8	Two Councillors	OVW training / SLCC / Other	Once during the Council term	£42 for members
Code of Conduct – Module 9	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	£42 for members
Chairman training – Module 10	Chairman	OVW training	Within 6 months of becoming a chair	£42 for members
Creating a Community Plan – Module 12	Two Councillors	OVW training / SLCC / Other	Once during the Council term	£42 for members
Community Engagement Part II – Module 13	Two Councillors Once during the Council term	OVW training / SLCC / Other	Once during the Council term	£42 for members
Equality & Diversity – Module 14	Two Councillors	OVW training	Once during the Council term	£42 for members
Information Management – Module 15	Clerk / Two Councillors	OVW training	Once during the Council term	£42 for members

Use of IT, Website & Social Media – Module 16	Clerk / Two Councillors	OVW training	Once during the Council term	£42 for members
Making Effective Grant Applications – Module 17	Clerk / Two Councillors	OVW training	Once during the Council term or when large grant application pending	£42 for members
Staff Management – Module 18	Members of Personnel/Staffing Committee	OVW training /SLCC / Other	Once during the Council term	£42 for members
Devolution of Services / Community Asset Transfer – Module 19	Clerk / Three Councillors	OVW training	Once during the Council term or when asset transfer under consideration	£42 for members
Wellbeing of Future Generations Act 2015/ Sustainability – Module 20	Clerk / Two Councillors	OVW training	Once during the Council term	£42 for members
Understanding Local Government Finance, Advanced - Module 21	Clerk / Finance Committee Chair & Council named finance members.	OVW training	Before the end of 2nd Year of Council Term	£42 for members
Mediation and Conciliation – Module 22	Clerk / Two Councillors	OVW training	Once during the Council term or on a bespoke basis if required	£42 for members
Community Asset Transfer – Module 23	Clerk / Two Councillors	OVW training	As necessary if considering an asset transfer	£42 for members
Finance & Governance Toolkit	Clerk / Chair of Finance committee	OVW training	Once during the Council term	£42 for members
Planning	Three Councillors (minimum)	SLCC / OVW training /Planning Aid Wales	Once during the Council term	£42 for members

St Clears Town Council has budgeted £881.50 for subscriptions, training and training expenses purposes for the Civic year 2024/25, which will be reviewed annually when setting the budget.

The plan is a snapshot of Council's training requirements and will be revisited and updated periodically over the next few years and leading up to the next set of local government ordinary elections planned for May 2027.

Reviewed at CFGP: 1st October 2024

Adopted at FC: 15th October 2024

Agenda Item: Min. 24.88

Cost updated April 2025

Review date: May 2027