

Cyngor Cymuned Tregolwyn
Colwinston Community Council

This training plan is prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

The purpose of the training plan is designed 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.

The type of training required can be summarised under the following headings

Core Areas – covers areas to ensure the council has sufficient skills and understanding

Specific Council roles & Committees – covers areas specific to each councillors chosen role in the council

Additional areas to support new challenges and opportunities.

Professional Qualifications – e.g. CiLCA

This is a basic training plan. To accompany this each councillor will have an individual plan that includes the skills they bring to the council, usually from their professional roles.

The Basic Training Plan will be published on the Council Website, the individual plans will not.

At the budget setting each year this plan will be reviewed to establish expected costs for the next year.

As a small council bursary option will be investigated.

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Llanmaes Community Council Basic Training plan 2022/23

What	Who	How	When/Frequency
Induction to Council and its responsibilities	All Councillors & Clerk & RFO	Induction pack produced by Clerk	At start of any new membership/job
Core Areas <ul style="list-style-type: none"> • Code of Conduct • Understanding the law • The Council • The Council Meeting • The Councillor 	All Councillors & Clerk & RFO	Formal Training	<ul style="list-style-type: none"> • At start of any new membership/job • Refreshed at new 5-year term
Specific Council roles & Committees			
<ul style="list-style-type: none"> • Chairing Skills 	All Chairs & Vice Chairs	Formal Training	At start of new role Refreshed if last acted as chair more than 5 years previously
<ul style="list-style-type: none"> • Local Government Finance • Advanced Local Government Finance • Budgeting Basics 	All finance Committee members & Clerk/RFO	Formal Training	At start of new role Refreshed if last acted in role more than 5 years previously At change in legislation
<ul style="list-style-type: none"> • The Council as an Employer • Effective Staff Management 	All Personnel Committee members	Formal Training	At start of new role Refreshed if last acted in role more than 5 years previously At change in legislation
Community Engagement	2 Councillors & Clerk if required	Formal Training	2 Councillors within the 5-year term
Health & Safety	Clerk & 2 Councillors	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Information Management & GDPR	2 Councillors & Clerk if required	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Equality & Diversity	2 Councillors & Clerk if required	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Mediation and Conciliation	2 Councillors & Clerk if required	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Planning	2 Councillors & Clerk if required	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Civility & Respect	2 Councillors & Clerk if required	Formal Training	To ensure 2 Councillors have attended within the 5-year term
Elections	Clerk/RFO	Formal Training	At each election
liLCA/CiLCA	Clerk/RFO	Formal Training	At each change of Proper Officer

ⁱ Local Government and Elections (Wales) Act 2021