

CAERWENT COMMUNITY COUNCIL

Training Plan 2022

1. INTRODUCTION

- 1.1 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Community 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 Community 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 Council must review the Training Plan 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 the Training Plan be approved, posted on the website and reviewed annually.

Topic	Required	Timescale
Code of Conduct	All Councillors/Clerk	Within 6 months of being elected/recruited
The Council Meeting	All Councillors/Clerk	Within 6 months of being elected/recruited
Understanding the Law	All Councillors/Clerk	Within 6 months of being elected/recruited
Chairing Skills	Chair and Vice Chair	As appointed
Local Govt Finance & Advanced	All Finance Committee Members and Clerk	Within 6 months of being appointed/recruited
The Council	All Councillors/Clerk	Once within the Council term
Introduction to Community Engagement	Two Councillors	Once within the Council term
Health & Safety	Two Councillors/Clerk	Once within the Council term
New Councillor Induction	All Councillors	As elected/co-opted
Responding to Planning Applications	All Councillors	Within six months of being elected/co-opted
Understanding Planning Enforcement	Two Councillors	Once within six months of being elected/co-opted
Certificate in Local Council Administration	Clerk	Following 12 months in post
Clerk duties training shadowing retiring Clerk	New Clerk	For three weeks following appointment to position

All courses above are currently £35 each for OVW members of which the Council is a member. Cilca course minimum 200 hours overtime for Clerk plus £410 course fees and £400 registration.

Caerwent Community Council is made up of seven Community Councillors.

Shadowing retiring Clerk training for three weeks (costs to be confirmed).

Laraine McKeon
Clerk to the Council
(September 2022)