



TRAINING PLAN FOR 2026-27

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

Introduction

- This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Council Clerks.
- Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the Council to be supported by a well thought approach to its training and development needs.
- The commitment contained in this training plan will assist the Council to enhance its approach to the delivery of high-quality services to its community.
- The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

The Training Plan

- One Voice Wales (OVW) 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)
- 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.
- 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 Society of Local Council Clerk (SLCC) Certificate in Local Council Administration (CiLCA) for the Clerk

Course	Required	Timescale
Code of Conduct	All Councillors/Clerk	Within 6 months of being elected
Understanding the Law	All Councillors	Within 6 months of being elected
Chairing Skills	All Chairs/Vice Chairs	Within 6 months of being elected
The Council Meeting	All Councillors/Clerk	Within 6 months of being elected
The Council	All Councillors/Clerk	Once in the Council Term
The Councillor	All Councillors/Clerk	Once in the Council Term
Effective Staff Management	Two Councillors	Within 6 months of being elected
The Council as an Employer	Two Councillors	Within 6 months of being elected
Introduction to Community Engagement	Two Councillors	Once in the Council Term
Community Engagement Part 2	Two Councillors	Once in the Council Term
Health & Safety	Two Councillors	Once in the Council Term
Creating a Community Plan	Two Councillors	Once in the Council Term
Information Management	Two Councillors/Clerk	Once in the Council Term
Equality & Diversity	Two Councillors	Once in the Council Term
Mediation & Conciliation	Two Councillors/Clerk	Once in the Council Term
Planning	Two Councillors	Once in the Council Term
Respect & Civility	All Councillors/Clerk	Once in the Council Term

Include below any specific comments about how training will be arranged or how other development needs will be addressed through other methods;

- Code of Conduct is to meet requirements of Council's Code of Conduct whereby each Councillor is to attend one training session on the Code of Conduct in each electoral term.
- A survey has been completed in respect of past and future training needs.
- The Clerk to attend SLCC branch meetings, SLCC conferences and SLCC/OVW Training (Wales) to ensure their knowledge remains up to date and as part of their Continuing Professional Development.
- The Clerk to complete the ILCA qualification.
- Cyber Security online courses to be arranged for all Councillors who wish to attend, and the Clerk.
- Where appropriate and more cost effective, group training to be organised on a face to face basis, rather than individual online training.