*CYNGOR CYMUNED LLANTYSILIO COMMUNITY COUNCIL*

***Training Plan***



1. **Introduction**
	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:
2. The Councillors of the Community Council.
3. The Community Council staff.
	1. 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 the Council, the current expertise and experience of the Councillors and the Clerk and the nature and significance of any training needs identified.
	2. The Training Plan must be made within three months after each Ordinary Election of Community Councillors to the Council.
	3. The Training Plan must be reviewed from time to time. It is to be reviewed annually.
4. **Training Plan**
	1. One Voice Wales provides a monthly training programme which the Clerk will forward 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. 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.
	3. The Council should ensure that the Councillors and Clerk 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 Introduction to Local Council Administration (ILCA) for the Clerk.
	4. In addition to these areas, the Council may consider if there are new challenges and opportunities to explore, in which case, it may decide that there are new skills for Councillors and the Clerk to attain.

 2.5 The Training Plan should provide, as a minimum, information about:

 i) The type of training.

 ii) Numbers participating.

1. The timeframe over which the training is expected to be completed.
2. The overall cost of the training.

 **Llantysilio Community Council Training Programme**

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| **Theme** | **Required**  | **Timescale** |
| Code of Conduct | All Councillors / Clerk | Within 6 months of being elected |
| Understanding the Law | All Councillors / Clerk | Within 6 months of being elected |
| Chairing Skills | Chair / Vice Chair | Within 6 months of being elected |
| The Council Meeting | All Councillors / Clerk | Within 6 months of being elected |
| Local Government Finance | Finance Officer / Clerk | Within 6 months of being elected |
| The Council | All Councillors / Clerk | Once during the Council Term |
| The Councillor | All Councillors / Clerk | Once during the Council Term |
| Health & Safety | Two Councillors / Clerk | Once during the Council Term |
| Equality & Diversity | Two Councillors / Clerk | Once during the Council Term |
| Mediation & Conciliation | Two Councillors / Clerk | Once during the Council Term |
| Introduction to Community Engagement | Two Councillors / Clerk | Once during the Council Term |
| ILCA | Clerk | Within 12 months of appointment |