



Training Plan

The Council has a statutory duty to make and publish a plan setting out the training provision for its members and staff.

The first plan must be made and published prior to the 5th November 2022 and reviewed within 3 months of every ordinary Council election (next scheduled for May 2027).

Legal Framework

Section 67 of the Local Government and Elections (Wales) Act 2021 requires the Town Council to publish a plan. The act of undertaking or attendance at training is not a statutory requirement.

Section 67(4) requires the Council to keep the plan up to date and review its training plan from time to time.

The approval of the training plan is specifically exempted from functions which can be delegated under Section 101 of the Local Government Act 1972.

Statutory Training Plan

As part of its commitment to training, the Council will commission training from sector bodies such as One Voice Wales to deliver training of sufficient quality.

The Council will support councillors and staff to attend training and ensure that an annual training budget is set aside.

Welsh Government statutory guidance provides that there are a core set of skills and understanding which each councillor should have. These include:

- Basic induction
- The Code of Conduct
- Financial management and governance

This plan works in conjunction with the Staff Appraisal Policy when exploring future training needs.

The full plan is set out below.

Who	What	How	When	Outcome	Comments
All new councillors	Induction to the Council	Informal session delivered by council staff and other experienced councillors	Within 1 month of acceptance of office	Good knowledge and understanding of the Council and it's work, history and structure.	
All Councillors	Code of Conduct	Formal training	Within 6 months of accepting office	Knowledge and understanding of the obligations within the Code of Conduct.	Requirement of Standing Orders
All Councillors	Financial Management and Governance	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council
All Councillors	The Council The Councillor Council Meetings The Law Council as Employer Health and Safety	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council
Chairs and Vice Chairs of Council and Committees	Chairing Skills	Formal training	Within 6 months of accepting office as Chair/Vice Chair	Knowledge and understanding of obligations on you as Chair/Vice Chair	Good practice
All office based staff	The Council The Councillor Council Meetings The Law Council as Employer	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council

	Health and Safety				
All staff	Specialist training where required	Formal training	When required	Knowledge, skill and understanding for role.	
Town Clerk	Local Council Administration (CiLCA) or higher	Formal qualification	Within 24 months of appointment	Knowledge, understanding and skill necessary to undertake the role of Proper Officer	The current Town Clerk is qualified at Level 6 (Undergraduate level) in Law. Will obtain CiLCA as part of contractual agreement.
Responsible Finance Officer	A recognised finance or accounting qualification	Formal qualification	As part of the recruitment process	Knowledge, understanding and skill necessary to undertake the role of RFO	The current RFO is qualified at AAT Level 3.

Written April 2025

Adopted **XXX**

Review date June 2027