# Council Training Plan

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

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.

As the first tier of local government, parish and town councils are uniquely placed to make a major contribution to localism. If parish and town councils are to play a significant part in democracy, it is essential that councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling both staff and councillors to understand their role and contribute fully to the democratic process.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors.  This is the council’s first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

There is a wide range of training available to local councils. Sector-specific training is delivered through a number of different mechanisms and organisations at both national and local (county) level.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors’ immediate training priorities an initial training assessment has been made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from May 2022.

The Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office.  However, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities.  Notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding.  These are:

* Basic induction for councillors.
* The Code of Conduct for members of local authorities in Wales;
* Financial management and governance.

The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

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| **WHO** | **WHAT** | **HOW** | **WHEN** | **COMMNETARY** | **OUTCOME** |
| New and returning Councillors | Basic Induction to the Council | Informal training delivered by the current Councillors and Council Staff | June 2022 | This is a basic Induction that goes through the processes that the Council currently works to in order to provide how the Council operates. |  |
| All Councillors | Bespoke training session on the Code of Conduct for Members | Attendance at specific Council conferences or Semiars provided by specific training providers | November 2022 | Training may be topped up by further training provided by Caerphilly County borough Council |  |
| All Councillors | Disclosure Barring Service | The Committee have decided that the Community would benefit from each of the members having an up to date DBS. | This will be continuous when each certificate is due for renewal. | The Council is willing to fund the cost of the DBS check for each member in the capacity as a Councillor. |  |
| Clerk to the Council | Continuous professional development | Attendance at sector specific courses and training seminars throughout the financial year. | Continuous | This is to be rolled forward annually and reviewed with any specific courses issued to comply with any new statutory regulations |  |

This training plan will be revisited and updated periodically over the next 5 years and leading up to the next set of local government elections.