

**CWM CADNANT COMMUNITY COUNCIL.**  
**TRAINING PLAN 2023 - 2027**  
**Adopted September 2023.**

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act **and was presented to the Cwm Cadnant Community Council at the September 2023 Meeting, to be considered, approved and adopted.**

## **INTRODUCTION**

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. 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. Cwm Cadnant Community Council is committed to providing training for both its members and staff. This will enable them to not only undertake their respective roles for the betterment of both the Council and the Community it serves, but also the councillors' personal development.

## **TRAINING**

Training is defined as a "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisation." Learning can be categorised as follows:-

- Incidental – learning by reflection on particular events or activities
- Intuitive – learning which happens by chance and the individual may not be conscious of it
- Proactive – planning to learn from an activity, reflecting on it and planning to use what has been learned
- Retrospective – a system approach reflecting on activities and identifying lessons learned. It is anticipated that member/staff learning will encompass the above.

## **TRAINING AIMS**

The Council's aims are as follows:-

- To improve the understanding of its members, of their role as a Community Councillor, the powers available to the Community Council and how best to utilise the resources available to the Council which will maximise the benefits to the residents it serves.
- To provide good quality and essential training to its staff to ensure that they are able to undertake their roles effectively and with confidence.
- To ensure an acceptable level of succession planning, in order for:

- a) The Council to be able to operate effectively following local elections and potential changes to the Council membership.
- b) Ensure that the Council can continue to operate where the clerk may be unavailable (e.g. holidays, sickness, or turnover)

<b>STAFF TRAINING PLAN.</b>	
Any New Clerk to take the Induction Training or Follow an induction plan	Upon recruitment and/or appointment.
Clerk to undertake a staff appraisal, to include identification of any training needs.	Annually
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<p>Clerk to be encouraged to undertake any of the following training, subject to the availability of financial support:-</p> <p>a) ILCA – Introduction to Local Council Administration</p> <p>b) FILCA – Financial Introduction to Local Council Administration</p> <p>c) CILCA – Certificate in Local Council Administration</p>	On-Going
<p>Clerk encouraged to read regular publications and updates from internet websites:</p> <ul style="list-style-type: none"> <li>• Society for Local Council Clerks (SLCC)</li> <li>• One Voice Wales</li> </ul>	Monthly
Clerk encouraged to attend training relevant to their position, particularly when there are changes in legislation.	On-Going
<b>COUNCIL</b>	
Council to allocate an annual training budget, which should be adequate to cover the provision of training activities, attendance at conferences and training publications for members and staff.	Annually, during budget setting process

<b>COUNCILLORS</b> All Councillors to be provided with a New Members Induction Pack following Local Council Elections as soon as practicable after the date of the Declaration of Acceptance of Office Form has been received or earlier if possible.	Every 4 years
All Councillors are encouraged to identify their own training needs. A list of training courses provided regularly by One Voice Wales to be circulated monthly to assist with this process.	Quarterly requests for training courses submitted to the clerk.
All Councillors strongly encouraged to attend training in the Code of Conduct, the Role of Councillor, and the Role of the Council within 12 months of signing their declaration of acceptance of office.	On election and/or co-option to office.
All Councillors are encouraged to attend conferences and training events as appropriate to meet both their own and the Council's needs and responsibilities.	Annually in June
Councillors are encouraged to read the following publications, which will be circulated to them by the clerk.  <ul style="list-style-type: none"> <li>• The Good Councillors Guide</li> <li>• Governance and Accountability – A practitioners Guide</li> </ul>	On election and/or co-option to Office or when the relevant documents have been updated.
Councillors are encouraged to make use of the One Voice Wales website in order to ensure that they are aware of any matters of importance to them.	Ongoing
Councillors are strongly encouraged to attend any webinars/ sessions provided by the local County Council/Welsh Government and other organisations promoting training and good practice e.g. planning seminars.	Ongoing