



Rogiet Community Council

Training Plan 2025

Adopted OM 09 April 2025 - Version 2

Introduction

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:

- i) The Councillors of the Community Council.
- ii) The Community Council staff.

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 that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.

The Training Plan must be reviewed and it is proposed that it be reviewed annually.

One Voice Wales 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 Certificate in Local Council Administration (CILCA) for the Clerk.

In addition to these areas, Councils may consider if there are new challenges and opportunities to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for Councillors and Clerks to attain.

Rogiet Community Council's training plan is designed to set out requirements for the provision of training for Councillors and employees. The plan needs to ensure that training and development can be carried out in a proportionate way, considering factors such as the activities undertaken by the council and the current expertise and experience of members and employees. The plan also needs to identify areas for further training and development and consider any new challenges and opportunities that may occur or that the council may wish to explore.

- Councillors and employees need to be encouraged to undertake the appropriate training and development opportunities.
- An annual training budget should be considered and agreed.
- An annual assessment should be carried out to identify individual training needs and opportunities for each Councillor and all employed staff.
- When a training need is either identified or a Councillor or employee requests specific training, the council should consider the most effective way in which the training can be sourced, the cost, and whether others within the council may benefit from the training.
- A regular review of any training undertaken, including a review of the training plan itself, will be required to ensure that the training meets any needs that subsequently arise, such as (but not limited to) :-

Legislative requirements e.g First Aid, Health and Safety, Employment Law

Changes in legislation

Changes in systems or introduction of new equipment

New or revised qualifications become available.

New working methods and practices

Complaints to the council

Training Provision

Internally

Using in-house expertise and knowledge. This may include general computer training, training on specific work procedures/processes or practices within RCC.

Partnerships

The council has links with other partners where training can be sourced, such as through Monmouthshire County Council, One Voice Wales, Gavo (Gwent Association of Voluntary Organisations), Planning Aid Wales and via other community and town councils.

External Training Providers

Various

Professional Bodies

Training towards a professional qualification will usually be sourced through a professional body.

Types of training available

- Face to face courses
- Webinars
- Online courses
- Conferences
- Training days
- In-house training
- Mentoring/coaching
- Provision of relevant books and materials

Training and Development for Councillors

Stage 1

All councillors should have sufficient skills and understanding in the following areas:

- **Basic induction for Councillors**
- **The Code of Conduct for members of local authorities in Wales**
- **Standing Orders familiarisation**
- **Financial regulations familiarisation**

The above basics could be considered as Stage 1 in the Training plan with the aim that all Councillors should have completed this stage as soon as possible after joining the Community Council.

Stage 2

Stage 2 training will be more specific for the individual, depending on their existing skills and their roles within the council. Or skills and knowledge they may need when acting as a representative of the council to external organisations.

One Voice Wales offer a variety of training courses which Councillors can undertake. These are quite specific and currently include the following modules: -

- The Council as an Employer
- The Council Meeting
- Local Government Finance
- Advanced Local Government Finance
- Managing your Staff
- Health and Safety
- Equality and Diversity
- Understanding the Law
- Introduction to Community Engagement
- Community Engagement part II (Tools and Techniques)
- Chiring Skills
- Community/Place Planning
- Information Management
- Use of IT, Websites and social media
- Making effective Grant Applications
- Devolution of Services/Community Asset Transfer
- Well-being of Future Generations/Sustainability
- Biodiversity (Part 1 and 2)
- Nature Project Management
- Finance and Governance Toolkit