



# **Rogiet Community Council**

## **Training Plan 2025**

**Adopted OM 08.04.26- Version 3**

## **Introduction**

Section 67 of the *Local Government and Elections (Wales) Act 2021* requires all Community Councils to prepare and publish a Training Plan setting out their proposals for providing training to:

- i) Councillors of the Community Council
- ii) Staff employed by the Community Council

The purpose of the Training Plan is to ensure that councils plan training in a proportionate, relevant and effective way, considering:

- The activities undertaken by the council.
- The existing expertise, skills and experience of councillors and staff.
- Any training needs identified through assessment.
- Future challenges, opportunities and statutory responsibilities.

It is proposed that the Training Plan be reviewed **annually** to ensure it remains current and continues to meet emerging needs, legislative changes and council priorities.

## **Training Opportunities and Identification of Needs**

One Voice Wales provides a monthly training programme, circulated by the Clerk to all Councillors. Councillors are encouraged to review the programme, identify relevant sessions and contact the Clerk to arrange bookings.

The Clerk will also circulate additional training opportunities as they arise. Councillors may independently identify external training where relevant; such proposals will be considered by the Council with regard to relevance, cost and benefit.

Councils must ensure that all Councillors and staff maintain adequate knowledge and skills in key areas, including:

- Induction for Councillors
- The Code of Conduct for Members of Local Authorities in Wales
- Financial Management and Governance
- The *Certificate in Local Council Administration (CILCA)* for the Clerk

Councils should also consider training connected to new powers, such as the general power of competence or other emerging areas that may require the development of new skills.

## **Purpose of the Rogiet Community Council Training Plan**

Rogiet Community Council's Training Plan sets out the requirements for the provision of training and development for both Councillors and staff. The plan aims to ensure that training is:

- Proportionate to the Council's activities.
- Reflective of current skills and experience.
- Forward-looking, identifying new challenges and opportunities.
- Designed to support good governance, effective decision-making and community engagement.

The Council will ensure:

- Councillors and staff are actively encouraged to undertake appropriate training and development.
- An annual training budget is considered and agreed.
- An annual assessment is undertaken to identify individual and collective training needs.
- Training requests or identified needs are reviewed for suitability, cost and wider benefit.
- All training undertaken is regularly reviewed to assess impact and relevance.

Training reviews will consider factors such as:

- Legislative requirements (e.g., First Aid, Health and Safety, Employment Law)
- Changes to legislation
- New systems, equipment or processes
- Updated or newly available qualifications
- New working methods or best practice
- Trends arising from complaints or issues raised with the Council.

## **Training Provision**

### **1. Internal Training**

Training may be delivered using in-house knowledge and ability such as:

- General IT or computer skills
- Procedures and processes specific to Rogiet Community Council

## **2. Partnership Training**

Training may be sourced through partner organisations such as:

- Monmouthshire County Council
- One Voice Wales
- SLCC
- GAVO (Gwent Association of Voluntary Organisations)
- Planning Aid Wales
- Other community and town councils

## **3. External Training Providers**

Where appropriate, external providers may deliver training on specialist topics.

## **4. Professional Bodies**

Training towards professional qualifications (e.g., CILCA) will usually be delivered by recognised professional bodies.

### **Types of Training Available**

- Face-to-face courses
- Webinars
- Online e-learning
- Conferences
- Training days
- In-house training
- Mentoring or coaching
- Relevant books, publications, and learning materials

## **Training and Development for Councillors**

### **Stage 1**

All Councillors should complete core training as soon as possible after joining the Council, including:

- Basic Induction for Councillors
- The Code of Conduct for Members of Local Authorities in Wales
- Familiarisation with Standing Orders
- Familiarisation with Financial Regulations

## **Stage 2**

Stage 2 training is tailored to individual roles, existing skills and responsibilities within or on behalf of the Council. One Voice Wales offers a wide range of relevant modules including:

- 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 II (Tools and Techniques)
- Charing 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 (Parts 1 and 2)
- Nature Project Management
- Finance and Governance Toolkit