Llanddewi Brefi Community Council
Cyngor Cymuned Llanddewi Brefi

TRAINING PLAN

(As required by The Local Government and Elections (Wales) Act 2021)

1. Introduction

1.1 The Training Plan addresses the immediate needs of Llanddewi Brefi Community Council ('the Council'). Training Priorities following the 2022 May local elections are set out in section 7.

1.2 The Council and their staff will equip themselves to be as effective and efficient as possible when exercising functions. The Council will regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their community.

1.3 Section 67 of the 2021 Act1 [1] requires the Council to make and publish a plan[2] about the training provision for its members and staff.

1.4 The training plan will reflect on, and address, whether the Council collectively has the skills and knowledge it needs to deliver its plans most effectively.

2. Purpose of the training plan

2.1 Planning for the provision of training can be carried out in a proportionate way considering factors such as the activities undertaken by the Council the current expertise of community councillors and the clerk, and the nature and significance of any training needs identified. Overall, the intention is that the preparation of this training plan will support community councillors to have the relevant training to carry out their role, as well as a professional clerk.

3. Training needs analysis

3.1 In order to determine the training priorities, it is necessary to assess the essential skills needed and whether the Council feels there is sufficient coverage and depth across its members and staff. The full list of essential skills will depend on the activities within the council. For instance, if the Council intends to exercise the GPoC[3].

1.The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils.
2.The first training plan must be ready and published by 5th November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for the Council to assess needs, agree its training budget and adopt a plan.
3.General Power of Competence.

they may find it essential that community councillors are familiar with preparing a business case or setting up a business.

3.2 An initial assessment of collective experience/skill sets amongst the council shows a requirement for training in the following areas (in which the Council must ensure as a minimum, that they have sufficient skills and understanding).

These are:

A. Basic induction for community councillors.
B. The Code of Conduct for members of local authorities in Wales.
C. Financial management and governance
D. Legal Governance
E. Planning*

**Planning has been exempted at this present moment in time as on assessment it was deemed that the council have presently sufficient knowledge and competency to carry out scrutiny of applications, brought to council meetings. It should be noted here, however, that should new councillors (or existing members) be required to expand their knowledge and competency in Planning law/procedures, this can be accommodated via Planning Aid Wales (PAW), see link below*

https://training.planningaidwales.org.uk/

This is delivered as an online modular course that can be accessed (and referenced) over 12 months to be completed in the trainee's own time.

3.3 In addition to these areas, the Council will consider if there are new challenges and opportunities it may wish to explore, such as those offered by the GPoC. In which case, it may decide there are new skills for community councillors and the clerk to attain.

4. Agreeing and publishing the training plan

4.1 The training plan reflects the training needs of the Council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan provides information about:

a. The type of training.
b. Numbers participating.
c. The timeframe over which the training is expected to be completed.
d. The overall cost of the training.

5. Review of the training plan

5.1 Under section 67(4) of the 2021 Act there is a duty on the Council to review the training plan from time to time.

5.2 As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors.

5.3 In practice, the plan is likely to require revising more frequently, for example, following a community council by-election or a new co-opted community councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

5.4 Where the Council revises or replaces its training plan, under section 67(5) of the 2021 Act, it must publish the revised or new plan.

6. Publication

6.1 The publication of the training plan will be consistent with the wider approach to publication required by the 2021 Act and be published electronically on the Council's web site.

7. Training Priorities

7.1 Priorities and needs will mature as the Council moves forward and additional training requirements will be included; a complete list of Councillor training modules offered by One Voice Wales (OVW) is included in Appendix 5, for ongoing review of this training plan.

Immediate training priorities for members are listed in the summary table below, together with suggested numbers, time frame to complete trainings and costs (latter subject to annual review)

Summary of training priorities for the Council 2022/2023

Training Priorities	**Provider**	**No's**	**Timeframe**	**Cost**	**Costs (after bursary or discounts)***
New Councillor Induction	OVW	3	2 months	£114	£57
Code of Conduct	CCC	10	6 months	(Ceredigion County Council supplied materials for in-house delivery of training)	£0 (2 free places for 2023/24 OVW scheme)
Local Government Finance	OVW	2	6 months	£76	£0 (2 free places for 2023/24 OVW scheme - See appendix 1)
Understanding Local Government Finance-Advanced	OVW	2	12 months	£76	£0 (2 free places for 2023/24)
Understanding The Law	OVW	9	24 months	£342	£71 (2 places with remaining bursary) £0 (2 free places for 2023/24)

					£90 (remaining 5 places with bursary for 2024/25)
					*50% discount if eligible for OVW bursary – max. £100 (see appendix 2)
Clerk training postponed till 2025-26					
Clerk (ILCA)[4]	SLCC	1	6 months Post 28/03/2025	£120 +VAT	£60 + VAT Inc. 50% discount, via SLCC Bursary Scheme (WG funding) - requires course completion by 28/02 (see appendix 3)
Clerk (CilCA)[5]	SLCC	1	12 months Post 28/03/2025	£250 + VAT for SLCC members, + Portfolio costs Tbc Approximate costs £700 Tbc.	100% discount via SLCC for registration and face to face and/or training webinars + 5 support webinars- currently also restricted to completion of training by 28/02, so Bursary options for financial year 2025/26 to be reviewed (See appendix 4)

(*Councillors who have already obtained one or more of the courses listed in the summary table above can be exempted)*

4.Introduction to Local Council Administration: Level 2 qualification

5.Certificate in Local Council Administration: Level 3 qualification (eligible for General Power of Competence).

7.2 The Local Government and Elections (Wales) Act 2021 (the Act 2021): Part 2 allows eligible town and community councils (local councils) in Wales to resolve eligibility and then to adopt the General Power of competence (GPoC). See Criteria for Eligibility at the following link (and details of "A Qualified Clerk" at point 2):

https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/

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8. Training Providers

8.1 One Voice Wales (OVW)

8.2 Society of Local Council Clerks (SLCC)

Approved at the Council meeting on:

Minute Reference:

Appendix 1:
Application for free webinar training places

Appendix 2:
Application form for Councillor Training Bursary Scheme in Wales, OVW

Appendix 3:
Application form for Clerk's training bursary Scheme in Wales: SLCC

Appendix 4:
Application form for CiLCA Bursary Scheme in Wales: SLCC

Appendix 5:
National Training Programme for Community and Town Councils in Wales, OVW