

Pendine Community Council Training Plan

Revised August 2023

As a council, there is a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to create a training plan to ensure that all Councillors and staff are adequately equipped to carry out their duties.

Although it is not necessary that all Councillors and staff receive the same training, it is imperative that they are adequately trained to ensure that collectively they possess the knowledge and awareness for the council to operate effectively and in accordance with policies.

It is a requirement that a new training plan is developed after each ordinary election of community councillors, to reflect the training needs resulting from changes to council membership and to provide for the election of new councillors. This plan will be reviewed and revised when appropriate.

The council staff training plan will include, an annual performance appraisal to identify individual training needs and opportunities on an on-going basis. Whereas in determining councillors' immediate training priorities an initial assessment has been undertaken of the essential skills required and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from September 2023. The Council is confident that the existing staff knowledge and expertise will help guide and support new member during their first 6 to 12 months in office. It is paramount that a further assessment is conducted later in the financial year when new councillors have had more time to become accustomed to their role and responsibilities. The core areas to be addressed to ensure councillors have sufficient skills and understanding are as follows:

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

In addition to these areas, the council will want to consider if there are any new challenges and opportunities it wishes to explore. These could be those offered by the General Power of Competence or modules offered by One Voice Wales. In this case, it may be decided that there are new skills councillors and staff should obtain in addition to those laid out in this training plan.

The council has ultimately certified the publication of this training plan, having identified their initial requirements to take the council forward following local government ordinary elections. The training plan is a basis of the training required at this point in time and will be reviewed and updated periodically over the next five years.

WHO	WHAT	HOW	WHEN	COMMENTS	OUT COM E
New and returning councillors	Basic induction to the council	Informal training delivered by council staff		The basic induction is inclusive of a series of governance presentations, and familiarisation of council sites and will provide an understanding of how the council operates. An information pack will be issued to all councillors to support the induction programme.	
All councillors	Bespoke training session on Code of Conduct for all members Other modules to be visited offered by One Voice Wales.	Formal training webinar delivered by One Voice Wales	No later than September 2023	This initial training will be supplemented with a refresher training opportunity as and when necessary.	All current councillors and Clerk have completed Code of Conduct training.

<p>Clerk and RFO to the council</p>	<p>Continuous professional development.</p> <p>Financial introduction to Local Council Administration</p>	<p>Attendance at sector specific local council conferences and training seminars through the financial year.</p> <p>Formal training/sector specific training seminars</p>	<p>By June 2023</p> <p>By June 2023</p> <p>September 2023</p>	<p>Councillors intend to enrol Clerk on to an official qualification in order for them to operate effectively and efficiently.</p> <p>The Clerk is new to the role as of June 2023. The Clerk is keen to attend official training in order to obtain the necessary knowledge and skills to in order to carry out their role effectively.</p> <p>Clerk in attendance of Local Government Finance training provided by One Voice Wales. The Clerk has prior experience working in treasury and accounts.</p>	
-------------------------------------	---	---	---	--	--