

CYNGOR TREF CAERWYS

CAERWYS TOWN COUNCIL



Local Government and Elections

(Wales) Act 2021 (Section 67)

Annual Training Plan

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021, to make a plan setting out what it proposes to do to address the training needs of its Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff (Clerk & Responsible Financial Officer), possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of Community Councillors to reflect the training needs resulting from changes to the Council membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining Councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively going forward from May 2022. The Council has a dedicated Clerk & Responsible Financial Officer. Consequently, the Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of Councillor training needs will be conducted later in the financial year, when new Councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic induction for Councillors
- The Code of Conduct for members of Local Authorities and Town & Community Councils in Wales
- Financial Management and Governance.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore. In which case it may decide there are new skills for Councillors and staff to attain going forward from the publication of this inaugural training plan.

The Council has approved the publication of this training plan having identified its initial requirements to take the Council forward following the Local Government and Town & Community elections on the 5th May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of Local Government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	NARRATIVE	OUTCOME
New and returning Councillors	Basic Induction for Councillors	Informal training delivered by the Clerk	June 2022	Information and background provided by the Clerk	Completed
All Councillors	The Code of Conduct for Members of Town & Community Councillors on Wales	Webinar: Flintshire County Council (Monitoring and Deputy Monitoring Officer)	June / July 2022		A number of Councillors have completed Code of Conduct Training. A further course arranged in October 2022
Clerk to the Council	CilCA – Certificate in Local Council Administration	Formal qualification	To be completed by 31.03.2023	Training in progress	Completed and passed – November 2022
All Councillors Nominated Councillors	Financial Management and Governance Planning	Professional external providers	Financial year 2023 / 2024	Councillors' to complete courses Enhance planning knowledge	Deputy Chair of Council Chairing Skills / Several Councillors completed a planning course
Nominated Councillors All Councillors and Clerk	Vice Chair of Council training – Chairing Skills Code of Conduct training	Professional external providers Flintshire County Council Monitoring Officer	Financial year 2024 / 2025	Councillors' to complete courses	Following courses completed: Deputy Chair of Council Chairing Skills / New Co-opted Councillor Induction course / Mandatory Code of Conduct training completed by all Councillors and

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This training plan was adopted by Caerwys Town Council on Tuesday 27th September, 2022 - under minute number: 7(F). 190/22 - and will be reviewed in October of each year, or prior, if necessary.