

Llantrisant Fawr Community Council

Training Policy and Plan

The Community council has a statutory duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to make and publish a plan setting out what it proposes to address the training needs of the councillors and clerk.

We are a relatively new Council having been formed in May 2022 following a reorganisation by Monmouthshire County Council and supported by Welsh Government. The Council is made up of eight Councillors and the clerk/responsible financial officer. The majority of our members have many years of experience working on a Community Council. The clerk/responsible financial officer took up her role with no previous experience of Council work but had taken training from the previous clerk and came to the Council from a Financial and Banking background.

The Council's Policy for the provision of training will be carried out in a proportionate way, taking into consideration the current activities undertaken by the Council and the current expertise of Councillors. The preparation of a training plan would support a move towards providing Councillors and the clerk with the relevant training to carry out their roles and create a Council that is effective in meeting the needs of its' residents.

In order to determine the training needs for our Council we will assess the essential skills required and establish whether there is currently sufficient coverage across the Council and to identify these training needs we will carry out:

- Regularly review the updates and guidance issued by One Voice Wales in regard to Government legislation and guidelines.
- Review recommendations of Councillors training courses offered through One Voice Wales.

The Council recognises that because of its size it may not require formal training, however Councillors will be encouraged to attend training courses in those areas where it needs to ensure it has sufficient enough skills and understanding.

New Councillors joining by election or co-option will be given an information pack containing:

- New Councillor guide
- The Code of Conduct for Community Councillors
- Council's current Standing Orders and Financial Regulations
- A timetable of the scheduled council meetings for the year

An allocation is made each year in the budget to fund training activities and the amount reviewed annually.

Councillors have recently renewed their Code of Conduct training and are soon to attend training with Monmouthshire County Council Planners, which will help to provide a better understanding of the Planning Process. The clerk has also received training on updating and administering the Community Council website.

A wide range of training opportunities is available to local councils, delivered by a number of organisations, offering a variety of mediums.

A separate training needs analysis is available to identify opportunities for members development and to ensure the Council continues to be effective in carrying out statutory functions, it is recommended this is completed annually.

Approved by Llantrisant Fawr Community Council

15th April 2025

