



TRAINING PLAN 2023-24

The Town Council adopted a Training and Development Policy in September 2021, and it now 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 every year to address the training needs of councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff 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.

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 in Wales;
- Financial management and governance.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

All councillors must undertake Code of Conduct Training at least once during the lifetime of a council (i.e. 5 years from election to election). These courses are provided by One Voice Wales and Carmarthenshire County Council respectively.

In determining councillors' immediate training priorities an initial training assessment was made of the essential skills needed in May 2022. A year later we have taken the opportunity to reflect on the first year of the new council term and have made some adjustments to ensure council can operate effectively going forward.

With regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, and certain health and safety training is mandatory and has to be undertaken at specified times.

In terms of the council's training plans for the next year, these are set out as follows:

WHO	WHAT	HOW	WHEN	COMMENTS
New Councillors	Basic Induction Training	To be delivered by Council staff	New members within 3 months	Good practice
All Councillors / Clerk & Deputy Clerk	Code of Conduct Training	Formal Training by One Voice Wales and/or CCC	Within 6 months of start for new councillors / Clerk & Deputy. At least once every council term for other members.	Essential
All Chairs and Vice Chairs	Chairing Skills Module 10	One Voice Wales	By 31.12.23	Good practice
Chair and Vice Chair of Finance Committee	Local Government Finance Module 21 (as a minimum)	One Voice Wales or other	By 31.12.23	Good practice. Recommended that Finance Committee members should also attend this module.
Chair and Vice Chair of General Purposes Committee	Relevant Planning courses	Planning Aid Wales or other	By 31.12.23	Good practice. Recommended that General Purposes Committee members should also attend this module.
Chair of Management Committee	The Council as an Employer Module 3	One Voice Wales or other	By 31.12.23	Good practice. Recommended that Management Committee members should also attend this module.
Clerk/RFO	Continuous Professional Development	Attendance at sector specific conferences, seminars and events.	By 31.03.24	The Clerk is CiLCA qualified and has also completed the ICB Level 2 in Bookkeeping during the last year.
Deputy Clerk/Finance Manager	Continuous Professional Development	As above for the Clerk and any additional relevant financial management training where necessary	By 31.03.24	The Deputy Clerk/Finance Manager has completed the ILCA and FiLCA courses since starting in post.

Outdoor team	Continuous Professional Development	Courses/events relevant to their role and all statutory requirements such as health and safety / first aid / fire marshall.	By 31.03.24 or as statutorily required	
Tea Shop	Continuous Professional Development	All relevant food hygiene courses / first aid / fire marshall. Makaton training	By 31.03.24 or as statutorily required.	
Office staff	Continuous Professional Development	Courses relevant to their role, especially where council need to be legally compliant. E.g., health & safety, cemetery legal compliance, Workstation assessments etc.	By 31.03.24 or as statutorily required.	
All staff	Well-being Training	Well-being course for all staff to support mental and physical wellbeing and team building.	By 31.12.23	Training provider currently in discussion with the Clerk.

This training plan will be reviewed annually and monitored by the Town Sheriff with the Clerk and Deputy Clerk.