

MITCHEL TROY UNITED COMMUNITY COUNCIL

Training Plan 2022 -2027

This Plan is published in accordance with the **Local Government and Elections Act 2021 section 67**.

The Community Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the continuing professional development of staff and councillors.

Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)

Staff Training

| Who | When |
|--|--|
| All new Staff to take Induction Training | As and when required (ideally the basics in the first week of appointment) |
| All office based staff encouraged to undertake the following, for which the Council will provide financial support: 1. Working with your Council 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies | On going |
| All staff encouraged to read regular publications and update from internet Websites: SLCC The Clerk One Voice Wales (OVW) bulletins NALC Local Council Review | Monthly |
| All staff encouraged to attend training relevant to their position | Ongoing |
| Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for Councillors & Staff | Annually |

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Councillor Training

| What | When | How |
|--|--|---|
| All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections | On appointment as necessary (i.e. after elections or co-option) | In person. Pack should contain: Code of Conduct, Standing Orders, Good Councillor's Guide |
| All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 13 b) | On election to office At least once during each electoral term | As offered |
| All councillors will take training modules as provided by One Voice Wales in particular: Module 6 Financial Management Local Government Law (module 4) Planning (Planning Aid Wales) Module 1 The Council Module 2 The Councillor | Within first 12 months Within 2 yrs of election Within first 6 - 12 months Within first 6 - 12 months Within first 6 - 12 months | In person or remotely as available |
| Councillors are encouraged to broaden their knowledge by undertaking any other modules provided by OVW (see Schedule of Courses) | Within first 2 years | In person or remotely as available |
| All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities | Annually | |
| All Councillors encouraged to read the following publications: Being a Good Councillor The Parish Councillors Guide Governance & Accountability for Local Councils in Wales (2019) | On election/appointment to office | Whenever updated |

A register of Training to be kept by the Clerk and reported to Council annually and training budget and needs reviewed.

November 2022