**Martletwy Community Council Training Plan 2022**

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, community councillors and staff, possess the knowledge and awareness needed for the community council to operate effectively.  It is not necessary for all community 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 January 2023.   A further assessment of training needs will be conducted later in the financial year.  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 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.  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.

In terms of the council’s initial plans for each role on the council, these are set out in the following table:

| WHO | WHAT | HOW | WHEN |
| --- | --- | --- | --- |
| New Councillors | The Council - Module 1 | One Voice Wales | Within 6 months of commencement |
|  | The Councillor - Module 2 | One Voice Wales | Within 6 months of commencement |
|  | Code of Conduct - Module 9 | One Voice Wales | Within 6 months of commencement |
|  | The Council Meeting - Module 5 | One Voice Wales | Within 6 months of commencement |
| All Councillors - in addition to the above | Understanding Law - Module 5 | One Voice Wales | Within 12 months of commencement |
|  | Introduction to Community Engagement | One Voice Wales | Within 12 months of commencement |
|  | Equality & Diversity -Module 14 | One Voice Wales | Within 6 months of commencement |
|  | Introduction to Planning | Planning Aid Wales | Within 12 months of commencement |
|  | Planning - addional | Planning Aid Wales | Within 12 months of commencement |
|  | Making effective grant applications | One Voice Wales | Within 12 months of commencement |
| Chair | Chairing Skills - Module 10 | One Voice Wales | Within 2 months of commencement |
| Managing your Staff - Module 18 | One Voice Wales | Within 2 months of commencement |
| The Council as an Employer | One Voice Wales | Within 2 months of commencement |
| Vice Chair | Chairing Skills - Module 10 | One Voice Wales | Within 2 months of commencement |
| Managing your Staff - Module 18 | One Voice Wales | Within 2 months of commencement |
| The Council as an Employer - Module3 | One Voice Wales | Within 2 months of commencement |
| Finance Officer | Local Government Finance - Module 6 | One Voice Wales | Within 2 months of commencement |
| Clerk to the Council | The Council - Module 1 | One Voice Wales | Within 2 months of commencement |
| The Council Meeting - Module 5 | One Voice Wales | Within 2 months of commencement |
| Understanding Law - Module 5 | One Voice Wales | Within 12 months of commencement |
| Equality & Diversity -Module 14 | One Voice Wales | Within 6 months of commencement |
| Making effective grant applications | One Voice Wales | Within 12 months of commencement |

Date approved by the Council:

Date of first planned review:

Individual councillor training may vary depending on the individuals skills, experience, evidence of recent previous training i.e. if the Chair is an experienced chair, however the Council must approve any exemptions, satisfying themselves that the individual’s skills and experience sufficiently meet requirements.

Current councillor training

| WHAT | Frequency | VE - C | LW - VC | PD | PE | JC | DC | LL | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Council - Module 1 | 3 | 20/1/22 | 2022 | 2023 | 2023 | 2023 | 2023 | 2023 |  |
| The Councillor - Module 2 | 2 | 24/1/22 | 2022 | 2022 | 2022 | 2022 | 2022 | - |  |
| Code of Conduct - Module 9 | 2 | 3/2/22 | 2022 | 2023 | 2023 | 2023 | 3/2/22 | - |  |
| The Council Meeting - Module 5 | 3 | 24/2/22 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 |  |
| Understanding Law - Module 4 | 2 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 |  |
| Introduction to Community Engagement | 3 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | - |  |
| Equality & Diversity - Module 14 | 1 | E | E | 2023 | 2023 | 2023 | 2023 | E | VE - CIPD, Trained every year work, LW & LL trained in work |
| Making effective grant applications | 3 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 |  |
| Chairing Skills - Module 10 | N/A | E | 2023 | - | - | - | - | - | VE - Chairing Exp. New VC and Chairs to train within 2 months of taking up role |
| Managing your Staff - Module 18 | N/A | E | E | - | - | - | - | - | VE - CIPD and line manager, LW - Cpy owner New VC and Chairs to train within 2 months of taking up role |
| The Council as an Employer - Module 3 | 3 | 28/6/22 | 2023 | - | - | - | - | - | Chair & Vice Chair should be trained |
| Local Government Finance - Module 6 | 2 | 21/6/22 | 2023 | 2023 | 2023 | 2023 | 2023 | 2023 |  |
| Planning - Introduction | 2 | 11/22 | 2023 | E | 2023 | 2023 | 2023 | 2023 | PD - Planning Exp |
| Planning - Additional | 2 | 2023 | 2023 | E | 2023 | 2023 | 2023 | 2023 | PD - Planning Exp |
| Responding to Planning Applications - Part 1 | 2 | 2023 | 2023 | E | 2023 | 2/10/23 | 2023 | 2023 | PD - Planning Exp |

E - Exempt

Where no exact dates - training is required

| **Date** | **Version** | **Approved** | **Review Date** |
| --- | --- | --- | --- |
| 31.6.23 | V1 | 3/7/23 | November 23 |
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