

Cyngor Cymuned Gors-las Community Council

Training Plan

May 2022 to April 2027

September 2022

**Report: L Thomas,
Clerk to the Council**

1.0 Legislation

Training Plan	
The Act	<ul style="list-style-type: none">• The Local Government and Elections (Wales) Act 2021, section 67 introduced a legal duty to make and publish a training plan.
Includes	<ul style="list-style-type: none">• Councillors.• Staff
By When	<ul style="list-style-type: none">• The first training plan must be published by 1st November, 2022.
Review	<ul style="list-style-type: none">• The plan must be reviewed regularly• A new plan must be produced within 3 months of an Ordinary Election
Publication	<ul style="list-style-type: none">• If the plan is revised or replaced then the new plan must be published.
Guidance	<ul style="list-style-type: none">• The plan must have regard to any guidance issued by Welsh Govt.

- **Other Considerations:** The Health and Safety at Work Act 1974 places a duty on the Council to protect its employees, as well as any others, such as volunteers or contractors, from risks arising from work-based activities. This includes consideration of any training requirements.

2.0 Aim

- To provide a structured programme of training to better equip the various parties with the skills and knowledge to fulfil their roles in an effective and efficient manner for the benefit of the community.
- To support business continuity and succession planning.
- To support the personal development of individuals maximising the opportunity for them to be participative and positive contributors to the organisation and its aims.

3.0 Proposed Training Provision

- Within the organisation there are different groups who have differing roles and responsibilities.
- Accordingly, the training plan needs to recognise those differences. Table A therefore summarises the overarching framework. Table B the detail of the plan.
- The Council reserve the right to vary or provide additional training should circumstances require.
- Review: The plan will be reviewed periodically and within 3 months of an Ordinary Election.

4.0 Training Budget

- To support the plan provision would need to be included as part of the annual budget setting process.
- The majority of training courses are available through One Voice Wales at a cost of £35 per attendee. As a base figure therefore, to allow a third of members, and the Clerk to attend one course per year the budget would be set at £ 210 for each year adjusted for inflation.

Appendix A: Overview Proposed Framework

Group	Role and Responsibility	Areas to be Covered by Training	Format
Councillors	<ul style="list-style-type: none"> Overall Responsibility for strategic direction, governance, policies, functions and finance. 	<ul style="list-style-type: none"> Induction to the Council Legislation Roles and Responsibilities. Health and Safety Finance Employment Communication. 	<ul style="list-style-type: none"> Sector Specific Modular Short Information Courses. Policy/Performance Review Process Mentoring Opportunities Feedback from Auditors on Financial and Governance matters Annual Plan setting and review Informal Learning through sector specific guidance documentation, discussion of issues at Council, alternative approaches/practices adopted by other bodies when representing the Council on outside bodies or attending other sector specific meetings.
Clerk	<ul style="list-style-type: none"> To advise and support Councillors in undertaking their responsibilities. Ensure the Council acts lawfully, decisions are recorded and are implemented effectively. 	<ul style="list-style-type: none"> Legislation Roles and Responsibilities. Health and Safety Finance Employment Communication 	<ul style="list-style-type: none"> Induction for any newly appointed staff. Sector Specific Modular Short Information Courses Policy/Performance Review Process Feedback from Auditors on Governance matters Annual Plan setting and Review Annual Employee Review Formal Sector Specific Qualifications. Informal Learning: Sector specific guidance documentation, issues arising at Council, alternative approaches/practices by other Councils eg SLCC National forum or informal Clerks meeting.
Responsible Financial Officer	<ul style="list-style-type: none"> Determine and keep effective systems of financial control and reporting. Ensure compliance with audit and legal requirements. 	<ul style="list-style-type: none"> Finance Legislation Roles and Responsibilities 	<ul style="list-style-type: none"> Induction for any newly appointed staff. Sector specific finance courses Sector Specific Modular Short Information Courses Budget Setting and Review Audit feedback from the Internal, the Independent and External Auditors. Formal Qualification eg Filca

			<ul style="list-style-type: none"> • Informal Learning: Sector specific guidance documentation, issues arising at Council, alternative approaches/practices by other Councils.
Contractors	<ul style="list-style-type: none"> • To possess the necessary competences and resources to meet contractual requirements. 	<ul style="list-style-type: none"> • Depending on the nature of the service /goods being provided there is a requirement for evidence of relevant qualifications and competences prior to contract award. 	<ul style="list-style-type: none"> • Evidence of Formal Qualifications/ Licences to be provided by contractor. • Depending on the nature and value of the contract a training plan may be requested from the contractor.
Volunteers	<ul style="list-style-type: none"> • To contribute in a positive way to the aims and objectives of the Council. • To undertake any necessary training, follow direction and be able to undertake the function in a safe and competent manner 	<ul style="list-style-type: none"> • Relevant to the nature of the work being undertaken. • Likely to include a general Health and Safety / Risk briefing. 	<ul style="list-style-type: none"> • Relevant training to be provided by suitably qualified individual/organisation relevant to the activity being undertaken.

Appendix B: Delivery Plan

Ref	For	Format	Provider	22/23	23/24	24/25	25/26	26/27	Note
T1 Induction									
T1A	Cllrs/Staff	Modular Course	OVW	√	√	√	√	√	
T1B	Cllrs/Staff	Documentation	Gorslas C.C.	√	√	√	√	√	Briefing paper for new members
T1C	Cllrs/Staff	Informal	Gorslas C.C.	√	-	-	-	√	Informal Handover Meeting of new and retiring Councillors to allow sharing of learned experiences, explain background to issues. Answer any questions or concerns new members have.
T1D	Cllrs/ Clerk/ RFO	Informal	Gorslas C.C.	√	-	-	-	√	Copies provided of Good Councillors Guide Standing Orders/ Financial Regs
T2 Legislation									
T2A	Cllrs/Clerk	Modular Course Understanding the Law	O.V.W.	√	√	√	√	√	
T2B	Cllrs/Clerk	The Council	O.V.W	√	√	√	√	√	

T2C	Cllrs/Clerk	Modular Course The Council Meeting	O.V.W	√	√	√	√	√	
T2D	Cllrs/Clerk	Modular Course Equality and Diversity	O.V.W	√	√	√	√	√	
T2E	Cllrs/Clerk	Informal	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • During annual Audit report feedback. • During periodic reviews of policies , procedures and Standing Orders . • As part of the process of considering new proposals/procedures
T3 Roles and Responsibilities									
T3A	Cllrs/Clerk	Modular Course The Councillor	O.V.W	√	√	√	√	√	
T3 B	Cllrs/Clerk	Modular Course The Council	O.V.W	√	√	√	√	√	
T3C	Cllrs/Clerk	Standalone Code of Conduct Training	Carms C.C.	√	√	√	√	√	Free course
T3D	Cllrs/Clerk	Modular Course Chairing Skills	O.V.W	√	√	√	√	√	

T3E	Cllrs	Mentoring Chairing Skills	Gorslas C.C.	√	√	√	√	√	Vice Chair included in all meetings and takes the Chair if necessary.
T3 F	Cllrs	Mentoring Enhancing understanding of how the Council functions	Gorslas C.C.	√	√	√	√	√	Membership is rotated annually to provide experience to as many members as possible.
T3 G	Cllrs/Clerk	Modular Course The Council as an Employer	O.V.W	√	√	√	√	√	
T3H	Cllrs/Clerk	Modular Course Effective Staff Management	O.V.W	√	√	√	√	√	
T3I	Cllrs/Clerk	Review	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • Code of Conduct periodically reviewed
T3J	Clerk	Formal Qualification Certificate in Local Council Administration	Society Local Council Clerks	√					
T3K	Cllrs/Clerk	Informal	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • During annual Audit report feedback. • During periodic reviews of policies and procedures. • As part of the process of considering new proposals/procedures

T4 Health and Safety									
T4 A	Cllrs/Clerk	Modular Course Health and Safety	O.V.W	√	√	√	√	√	
T4 B	Contractor	Various	Arranged by Contractor	√	√	√	√	√	<ul style="list-style-type: none"> As required by legislation and or industry standard.
T4C	Volunteers	Formal	Outside provider/organiser	√	√	√	√	√	<ul style="list-style-type: none"> Depending on nature of activity and risk.
T4 D	Cllrs/Clerk	Informal	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> From guidance documentation During periodic reviews of policies and procedures. As part of the process of considering new proposals/procedures or tendering. Informal learning as issues arise and or are raised by colleagues or SLCC National website.
T5 Finance									
T5A	Cllrs/Clerk /RFO	Modular Course Local Govt Finance	O.V.W.	√	√	√	√	√	
T5B	Cllrs/Clerk /RFO	Modular Course	O.V.W.	√	√	√	√	√	

		Advanced Local Govt Finance							
T5C	Cllrs/Clerk /RFO	Review Feedback Annual Audit Reports	Gorslas C.C.	√	√	√	√	√	
T5D	Cllrs/RFO /Clerk	Review Quarterly Monitoring	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • Scrutiny by members at meeting on actual expenditure/income against budget.
T5E	Cllrs/RFO /Clerk	Review Budget and Precept Setting	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • All members review budgets, costs and services during the annual precept setting meeting . • The Sub Committee consider the budget and precept setting in detail.
T5F	Cllrs/Clerk /RFO	Review	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • During periodic review of financial regulations / standing orders. • During periodic reviews of policies.
T5G	Cllrs/Clerk /RFO	Informal	Gorslas C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • During consideration of new proposals at Council meetings. Considering specification and award of tenders
T6 Communication									

T6A	Cllrs/Clerk	Modular Course Community Engagement	O.V.W	√	√	√	√	√	
T6B	Cllrs/Clerk	Modular Course Community Engagement 2	O.V.W	√	√	√	√	√	
T6C	Cllrs/Clerk	Modular Course Information Management	O.V.W	√	√	√	√	√	
T6D	Cllrs/Clerk	Modular Course Creating a Community Place Plan	O.V.W	√	√	√	√	√	
T6E	Cllrs/Clerk	Informal	Gorslas.C.C.	√	√	√	√	√	<ul style="list-style-type: none"> • From guidance documentation • Learning as issues arise and or are raised by the Community, partner organisations, colleagues in other Councils or SLCC National website.

N.B.

(i) Plan is based on 2022/23 offering of courses by One Voice Wales (O.V.W.)

(ii) . Should that programme change then the detail of Appendix B will also change and substitute courses offered.

Members and staff are advised of the courses offered by O.V.W. on regular basis – currently monthly.