

**LLANFAELOG COMMUNITY COUNCIL
TRAINING PLAN 2022 - 2027**

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act and is based on The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Council issued by the Welsh Government.

Llanfaelog Community Council realises the importance of councillor training and formal training opportunities will be made available to all councillors. It also recognises the values of participating in any type of learning that will improve knowledge, understanding and experiences of a subject area or the councillor / employee role.

This plan takes into account the activities undertaken by the council, the current expertise of the councillors and clerk and the training needs identified. The core areas of essential skills and understanding have been identified as follows and includes • Basic induction for councillors; • The Code of Conduct, * Legal understanding and • Financial management and governance.

Participation in in-house training and development – Statement of intent.		
Action	Notes / Sources	Due Date
Clerk to continue to review and update the induction pack for new members	To include Code of Conduct, Standing Orders, Financial regulations, Websites & Social Media, GDPR etc.	On going
Clerk to deliver in-house induction / awareness training for new members	Three new/ recent members	On going
Clerk to research / source / share appropriate training and development material.	Possible sources include: Welsh Government, One Voice Wales, Welsh Audit office, HMRC, HSE, Planning Aid Wales, other Councils	On going
All Members to be encouraged to undertake One Voice Wales basic on-line training.	To include: Code of Conduct, Understanding the Law, Local Government Finance, Making Effective Grant Applications, Introduction to Community Engagement	On going
Clerk / Members to attend appropriate training (as they become available)		On going
Clerk to keep up to date with all legal and financial requirements and undertake continuous learning and development.		On going

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Participation in formal training					
Training	Number of anticipated participants from 2022/23 to 2026/27				
Basic On line	2022/23	2023/24	2024/25	2025/26	2026/27
Role of Councillor	3	1			
Code of Conduct	6	4	3	3	
An understanding of the Law	3	3	2	2	
Financial Governance and Accountability	3	2	2	2	
Planning	6	6	4	9	
Equality and Diversity	3	3			
Information Management	3	3			
Using ICT and social media	3	3			
Health and Safety	3	3	1		
Applying for grants			1		
Biodiversity			1	1	
Estimated Cost	£1000	£800	£800	£860 (based on 2 per Councillor)	

Date approved by Council 26 October 2022

Date of First Planned Review May 2026 (Annual General Meeting)