Castle Caereinion Community Council Training Plan

Training Plan for Councillors and Staff

Adopted by Council: July 2026
Review date: July 2027

1. Introduction

Castle Caereinion Community Council recognises that effective training and development are essential to good governance, sound financial management, lawful decision-making, community engagement and the delivery of services to the local community.

This Training Plan sets out how the Council will identify and address the training needs of its councillors and staff. It is intended to ensure that, collectively, the Council has access to the knowledge, skills and awareness needed to fulfil its responsibilities effectively and proportionately.

2. Statutory Basis

Section 67 of the Local Government and Elections (Wales) Act 2021 requires community and town councils in Wales to make and publish a plan setting out their proposals for the provision of training for councillors and council staff.

The Council must keep this plan under review and update it from time to time. A new or revised plan should be prepared following each ordinary election of community councillors, so that changes in council membership and staff capacity are properly reflected.

3. Purpose of the Training Plan

The purpose of this plan is to support councillors and staff to carry out their roles confidently, lawfully and effectively. Training will be planned in a proportionate way, taking account of the Council's size, activities, statutory duties, current expertise and identified training needs.

The Council does not expect every councillor or member of staff to undertake identical training or develop the same expertise. Instead, the aim is to ensure that the Council as a

whole has sufficient coverage and depth of knowledge across the main areas of responsibility.

4. Training Principles

- Training should be relevant to the role and responsibilities of the councillor, Chair, Vice-Chair, committee member, Clerk or other employee.
- New councillors should be supported through induction and access to core training as soon as practicable after election or co-option.
- The Clerk will circulate suitable training opportunities to councillors and staff.
- Councillors and staff are encouraged to identify their own training needs and notify the Clerk.
- The Council will consider training requests having regard to relevance, cost, budget availability and the benefit to the Council and community.
- Learning may be delivered through formal courses, webinars, briefings, mentoring, sector guidance, peer support, written resources and attendance at relevant events.

5. Core Training Areas

The Council will prioritise the core areas identified in Welsh Government statutory guidance and sector guidance for community and town councils. These include councillor induction, the Code of Conduct, and financial management and governance.

Additional areas will be considered where relevant to the Council's activities, including meetings and decision-making, understanding the law, planning, employment responsibilities, health and safety, data protection and information management, community engagement, equality and diversity, use of IT and websites, grant applications, emergency planning and the Well-being of Future Generations framework.

6. Roles and Training Needs

Role	Training focus	Expected outcome
All councillors	Induction, role of councillor, Code of Conduct, meetings, law, finance and governance, community engagement	Councillors understand their responsibilities, make informed decisions and contribute effectively to Council business.

New councillors	New councillor induction, Code of Conduct, standing orders, financial regulations, local council procedures	New members are able to participate confidently and understand the standards expected of public office.
Chair and Vice-Chair	Chairing skills, meeting management, effective decision-making, conduct and leadership	Meetings are run fairly, efficiently and in accordance with legal and procedural requirements.
Committee or working group members	Topic-specific training, including finance, staffing, planning, community engagement, assets or projects as relevant	Members have appropriate knowledge for delegated or advisory responsibilities.
Clerk and Responsible Financial Officer	Legal duties, governance, financial management, audit, employment, data protection, records management and continuing professional development	The Council receives professional advice and maintains sound administration and financial control.
Other staff, where applicable	Role-specific training, health and safety, lone working, safeguarding awareness where relevant, IT and data protection	Staff can carry out duties safely, effectively and in line with Council policies.

7. Training Programme

Training area	Who should attend	Priority	Indicative timescale	Indicative cost
New councillor induction	All newly elected or co-opted councillors; Clerk as appropriate	High	Within 6 months of election or co-option	To be met from annual training budget
Code of Conduct	All councillors; Clerk encouraged to attend for awareness	High	Within 6 months of election or co-option, then refreshed	To be met from annual training budget

			during the council term	
The role of the councillor and the Council	All councillors	High	Within first year of office or as soon as practicable	To be met from annual training budget
Understanding the law	All councillors and Clerk	High	During the council term; earlier for new members where possible	To be met from annual training budget
Local government finance, audit and governance	All councillors; Clerk/RFO; finance-related members	High	Annually for Clerk/RFO awareness; councillor refreshers during the term	To be met from annual training budget
The Council meeting and decision-making	All councillors and Clerk	Medium	During the council term	To be met from annual training budget
Chairing skills	Chair, Vice-Chair and committee chairs	Medium	Within 6 months of appointment where possible	To be met from annual training budget
Planning awareness	Councillors involved in planning matters and Clerk	Medium	As required, particularly where planning applications are regularly considered	To be met from annual training budget
Data protection, freedom of information and records management	Clerk; councillors as appropriate	Medium	During the council term and when legislation or guidance changes	To be met from annual training budget
Health and safety and risk management	Clerk, relevant staff, councillors responsible for assets or activities	Medium	As required by Council activities and risk assessments	To be met from annual training budget

Community engagement and consultation	All councillors; Clerk as appropriate	Medium	During the council term or before major engagement exercises	To be met from annual training budget
Equality, diversity and inclusion	All councillors and staff	Medium	During the council term	To be met from annual training budget
Grant applications and project delivery	Councillors and staff involved in projects or funding bids	Low to medium	When relevant opportunities or projects arise	Subject to Council approval
Emergency planning and resilience	Relevant councillors and Clerk	Low to medium	As required, especially where the Council contributes to local resilience arrangements	Subject to Council approval

8. Training Providers and Resources

Training may be sourced from recognised sector bodies and relevant public sector organisations. Potential sources include One Voice Wales, the Society of Local Council Clerks, Welsh Government, Audit Wales, Planning Aid Wales, Powys County Council, the Monitoring Officer, professional advisers and other appropriate training providers.

The Clerk will monitor available training opportunities and circulate relevant information to councillors and staff. Where appropriate, learning from courses attended will be shared with the wider Council.

9. Budget and Cost Control

The Council will consider an annual training budget as part of its budget-setting process. The budget should be proportionate to the Council's size, priorities and identified training needs.

Training expenditure will be authorised in accordance with the Council's Financial Regulations. Where a course is not already covered by the agreed training budget, the Council will consider the relevance, cost, urgency and expected benefit before approval.

10. Recording and Monitoring Training

The Clerk will maintain a training record showing training undertaken by councillors and staff. The record will include the course title, date, and attendee.

The Council will use the training record to identify gaps, plan future training, and demonstrate its commitment to good governance and continuous improvement.

11. Review of the Plan

This Training Plan will be reviewed at least annually and whenever there are significant changes in Council membership, staffing, functions, legislation, governance requirements or local priorities.

A revised plan will be considered within three months following each ordinary election of community councillors. Interim updates may be made where training needs change or where new priorities are identified.

12. Approval

This Training Plan was approved by Castle Caereinion Community Council at a meeting held on: _____

Signed: _____
Chair of Castle Caereinion Community Council