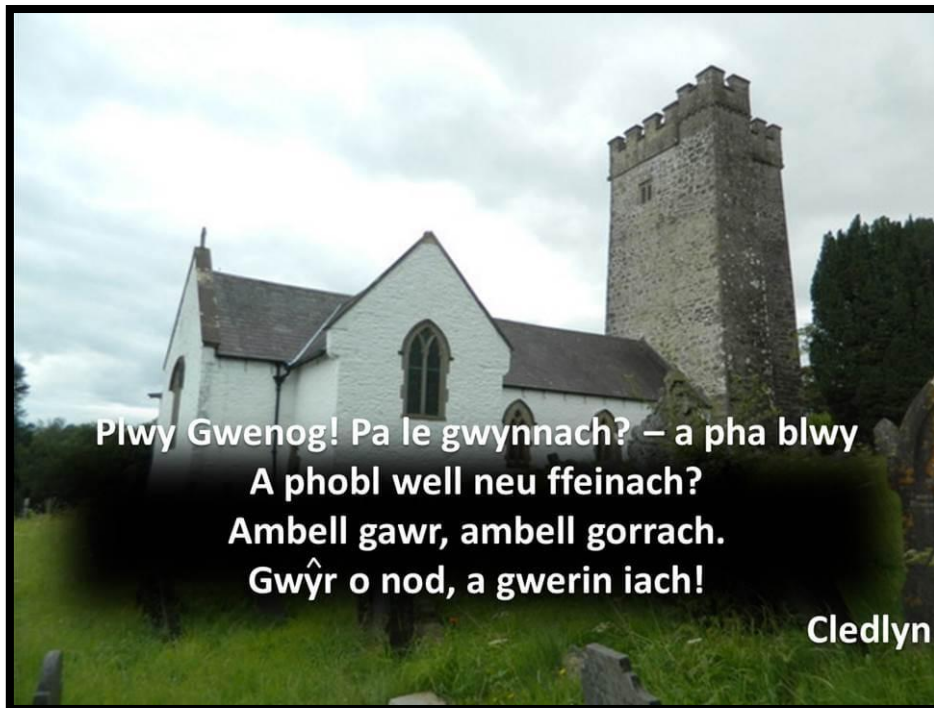


Cyngor Cymuned Llanwenog
Cynllun Hyfforddiant
Llanwenog Community Council
Training Plan
April 2023



1.0 Introduction

- 1.1 Llanwenog Community Council consist of 11 Parish Councillors, who do not represent any political party and who are elected every 4 years. A Clerk/Financial Officer is employed to handle all arrangements for meetings and preparing an agenda to deal with the records and financial and administrative matters linked to implementing the Council's work.
- 1.2 The County Councillor, Cllr Euros Davies also attends the meetings but does not have a vote, he is a member of the Independent Political Party.
- 1.3 There is a representation from the 8 villages within the community which are Rhuddlan, Cwmsychpant, Cwrtnewydd, Llanwenog, Drefach, Gorsgoch, Brynteg and Alltyblaca.
- 1.4 All Councils have to write a Training Plan. The purpose of the training plan is to plan for the provision of training which can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.
- 1.5 There are areas which all councils should ensure that they have sufficient skills and understanding.
 - Basic induction for councillors
 - The Code of Conduct for members of local authorities in Wales.
 - Financial management and governance
 - Diversity and Equality

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed
- The overall cost of the training.

A new plan needs to be written after each set of full elections and reviewed regularly.

The first training plan must be ready and published by 5 November 2022, and this is the second training plan prepared and published in May 2023.

2.0 Training Plan

2.1 Basic Induction to Councillors

All new Councillors will be greeted by the Chairman and a meeting set up between them and the Clerk to provide an introductory meeting. The introductory meeting will include:

- Distribution of documents to include the Code of Conduct, Financial Regulations, Standing Orders, List of Modules provided by One Voice Wales and the Annual Report.
- Attendance and the running of meetings
- Location and Time of meetings
- Requirement to Declare an Interest if required
- Events held by the Community Council throughout the year
- The importance of being an ear to the ground and reporting to the Community Council prior to doing anything
- An opportunity for a Q&A from the new Councillors
- Important Contact Details

2.2 Code of Conduct

On a biannual basis a Code of Conduct training session will be held with an independent trainee to all Community Councillors. Every Community Councillors will be provided with a copy of the Code of Conduct document – which is also available online.

2.3 Financial Management and Governance

The Community Councillors are to inspect and adopt the financial accounts on a quarterly basis in the meeting.

The Community Councillors will review the Clerk's Pay in November of each year and seek independent advice if necessary.

The Community Councillors will adopt a budget plan for the next financial year in January of each year which will set the precept for the forthcoming year.

The Responsible Financial Officer will advise the Community Councillors at all times.

All Councillors (total 11) will have an opportunity to attend the "Local Government Finance" and "The Council as an Employer" modules by One Voice Wales if they wish at a cost of £30.00 per person.

2.4 Specific Training

One Voice Wales issue a monthly module programme of training that Community Councillors can attend and the cost of which will be covered by the Community Council.

The newly elected Chairman and Vice-Chairman shall attend the 'Charing Skills' and 'The Council as an Employer' modules in preparation for their roles. [2 persons, £30 each]

The Chairman or Vice Chairman shall attend the quarterly One Voice Wales meetings on behalf of the Community Council and feedback to the following meeting. [1 person, Free]

On a bi-annual basis the Community Council will hold two sessions on First Aid Training and the use of Defibrillators to the Councillors and the Community. [30 persons, Fee raised of £1 each to cover cost of Hall Hire]

On a monthly basis all Community Councillors will be offered to attend any of the modules provided by One Voice Wales, or any other training provided by third parties.