Councillors Training Programme

1. **To Manage the Training Programme / Development of Councillors**

    The Community Council is requested to review the training programme / development of Councillors.

2. **Introduction.**

    The Local Government and Elections (Wales) Act 2021 outlines that: -

    A community council must make and publish a plan (a "training plan") setting out its proposals in relation to the provision of training for—

    (a) the councillors of the community council, and

    (b) the community council's staff.

    (2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.

    (3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.

    (4) A community council must review its training plan from time to time.

    (5) If a community council revises or replaces its training plan, it must publish the revised or new plan.

3. The up-to-date Councillor Training Programme is attached at Appendix 1. The Council is asked to note and discuss the progress in the updated training programme.

    Recommendation: It is recommended that the Councillor Training Programme is reviewed and approved.
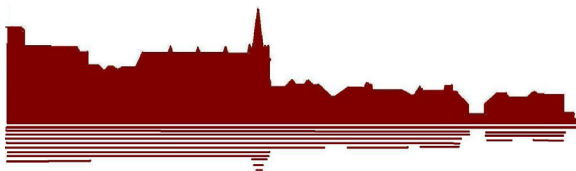
Background Papers: None.

Appendices: Appendix 1 – Councillor Training Programme.
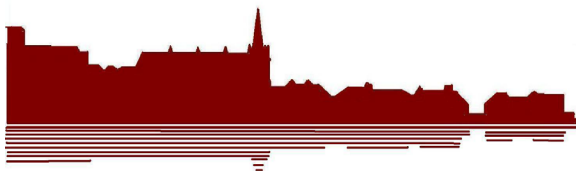
Llanrhidian Higher Community Council – Training Programme 2025/26		
Topic	**Required**	**Timescale**
Code of Conduct	All Councillors / Clerk	Within 6 months of being elected
Understanding the Law	All Councillors	Within 1 year of being elected
Chairing Skills	All Chairs / Vice Chairs	Within 6 months of being elected
The Council Meeting	All Councillors	Within 1 year of being elected
Local Government Finance	All Finance Committee Members	Within 1 year of being elected to the Finance Committee
The Council	All Councillors	Once in the Council Term
The Councillor	All Councillors	Once in the Council Term
Effective Staff Management	All Members of Personnel Committee	Within 1 year of being elected
The Council as an Employer	All Members of Personnel Committee	Within 1 year of being elected
Advanced Local Government Finance	All Finance Committee Members / Clerk	Before the end of 2nd Year of Council Term
Introduction to Community Engagement	Two Councillors	Once during the Council term
Community Engagement Part 2	Two Councillors	Once during the Council term
Health & Safety	Clerk / Two Councillors	Once during the Council term
Creating a Community Plan	Two Councillors	Once during the Council term
Information Management	Clerk / Two Councillors	Once during the Council term
Equality & Diversity	Two Councillors	Once during the Council term
Mediation and Conciliation	Clerk / Two Councillors	Once during the Council term
Planning	Two Councillors	Once during the Council term

Training	H Davies	L Davies	R Garrington	S Hughes	J Matthews	M Roberts	M Sheehan	P Tucker	A Williams	A Wooliscroft	J Parkhouse (Clerk)
Code of Conduct. All: Within 6 months of being elected	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Councillor Induction	✓		✓	✓	✓					✓	
Understanding the Law. All. Within 1 year of being elected			✓	✓		✓				✓	
Chairing Skills. Chairs / Vice-Chairs & Clerk. Within 6 Months of being elected.		✓		✓	✓			✓	✓		
The Council Meeting. All. Within 1 year of being elected						✓					
Local Government Finance. All Finance Cttee. Within 1 year of being elected to the Finance Committee									✓	✓	✓
The Council. All. Once within Council Term.			✓								
The Councillor. All. Once within Council Term.			✓	✓			✓				
Effective Staff Management. All Personnel Cttee. Within 1 year of being elected											
The Council as an Employer. All Personnel Cttee. Within 1 year of being elected				✓							
Advanced Local Government Finance. All Finance Cttee & Clerk. Before the end of 2nd Year of Council Term											✓
Introduction to Community Engagement. Two Cllrs. Once within Council Term				✓							
Community Engagement Part 2. Two Cllrs. Once within Council Term											
Health & Safety. Two Cllrs & Clerk. Once within Council Term											✓

Training	H Davies	L Davies	R Garrington	S Hughes	J Matthews	M Roberts	M Sheehan	P Tucker	A Williams	A Wooliscroft	J Parkhouse (Clerk)
Creating a Community Plan. Two Cllrs. Once within Council Term											
Information Management. Two Cllrs & Clerk. Once within Council Term											
Equality & Diversity. Two Cllrs. Once within Council Term					✓					✓	
Mediation and Conciliation. Two Cllrs & Clerk. Once within Council Term											
Planning. Two Cllrs. Once within Council Term									✓		✓
Use of IT, Websites and Social Media.				✓							
Finance & Governance Toolkit			✓								