

Cyngor Cymuned Llanrhidian Uchaf

Councillors Training Programme

1. 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.

2. The up-to-date Councillor Training Programme is attached at Appendix 1.



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Appendix 1

Llanrhidian Higher Community Council – Training Programme 2025/26									
Topic	Required	Timescale							
Code of Conduct	All Councillors /	Within 6 months of							
	Clerk	being elected							
Understanding the Law	All Councillors	Within 1 year of							
		being elected							
Chairing Skills	All Chairs / Vice	Within 6 months of							
	Chairs	being elected							
The Council Meeting	All Councillors	Within 1 year of							
		being elected							
Local Government Finance	All Finance	Within 1 year of							
	Committee	being elected to							
	Members	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	Within 1 year of							
	Personnel	being elected							
	Committee								
The Council as an Employer	All Members of	Within 1 year of							
	Personnel	being elected							
	Committee								
Advanced Local Government	All Finance	Before the end of							
Finance	Committee	2 nd Year of Council							
	Members / Clerk	Term							
Introduction to Community	Two Councillors	Once during the							
Engagement	T 0 "	Council term							
Community Engagement Part	Two Councillors	Once during the							
2		Council term							
Health & Safety	Clerk / Two	Once during the							
One stime a Community Disc		Council term							
Creating a Community Plan	Two Councillors	Once during the							
Information Management		Council term							
Information Management	Clerk / Two	Once during the							
	Councillors	Council term							
Equality & Diversity	Two Councillors	Once during the							
Modiation and Canalistian	Clark / Two	Council term							
Mediation and Conciliation	Clerk / Two	Once during the							
Diapping	Councillors	Council term							
Planning	Two Councillors	Once during the							
		Council term							

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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											\checkmark



Llanrhidian Higher Community Council

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Cvngor	Cvmuned	Llanrhidian	Uchaf

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			\checkmark								