# CYNGOR CYMUNED YSTALYFERA COMMUNITY COUNCIL

# TRAINING PLAN 2022 - 2027

Ystalyfera Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of councillors and employees.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all councillors and employees to have received the same training and develop the same expertise.

A new training plan should be put in place after each ordinary election of community councillors to reflect the training needs resulting from the changes to the council membership. Each Member will also receive their own individual training plan according to their needs.

Currently all Councillors, when joining Ystalyfera Community Council, sign an acceptance of office form, complete a general declaration of interests form, and agree to abide by the Code of Conduct. Code of Conduct training is offered on a regular basis by One Voice Wales and/or NPTCBC. Where training incurs a cost, those costs will be met by Ystalyfera Community Council. One Voice Wales provide a regular schedule of training sessions which is circulated to Councillors. Councillors select training relevant to their skills and needs (e.g. Local Government Finance training for members of the Finance Committee).

***Essential Training***

| Who | What | How | When | Commentary | Outcome |
|---|---|---|---|---|---|
| All new Councillors | New Councillor Training | One Voice Wales | May 2022 and whenever a new Member may be cop-opted. | This module provides an overview and understanding of how the Council operates. | New Members completed training. |
| All new Councillors | Code of Conduct Module 9 | One Voice Wales | May 2022 and whenever a new Member may be cop-opted. | All new Councillors are encouraged to attend this training module. | New Members completed training. |
| Clerk/Responsible Finance Officer | Certificate in Local Council Administration (CiLCA) | Training to be provided by SLCC | To be completed once Clerk has time to attend training. This to be discussed with Council. | The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement. | |
| New Chairs of Council | Chairing Skills Module 10 | One Voice Wales | To be reviewed annually. | To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings. | |

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| Handyperson | Strimmer and hedge cutter training. | Formal qualification. | As soon as possible. | | |
| Handyperson | Level 2 Award in the Safe Use of Pesticides (PA1) | Formal qualification. | As soon as possible. | Coleg Sir Gar | Booked on course 4th August 2025 |
| Management Committee | The Council as an Employer – Module 3 | One Voice Wales | On appointment to the Committee | One Voice Wales | |
| Finance Committee | Local Government Finance – Module 6 | Training to be provided by One Voice Wales | On appointment to the Committee | | 2 Members completed training. |