**CEIRIOG UCHAF COMMUNITY COUNCIL / CYNGOR CYMUNED**

**TRAINING PLAN OF INTENT 2022-2023**

**The Council publishes its Annual Training Plan in accordance with Section 67 of the Local Government and Elections Act 2021**

**INTRODUCTION**

As a Council we approve this plan because:

1. We are committed to provide a level of training for both its Councillors and Staff to allow them to undertake their roles for the improvement of the community they serve;
2. We are committed to provide training to enable the Council to discharge its responsibilities to the community in the most knowledgeable and informed way;
3. We are committed to training to ensure that individual Councillors are the most effective and efficient they can be for the people they represent;
4. To become an ‘Eligible Community Council’ and gain ‘General Power of Competence (GPoC) s 24(1) 2021 Act.

**PURPOSE**

1. Regular training will improve the understanding of the role of the Councillor. To build confidence and effectiveness for the betterment of the community;
2. Training will encourage us to best utilise available resources and use them most effectively;
3. Training will ensure that the Council operates within current and proposed Legislation and Regulations;
4. Training will aim to make the Ceiriog Uchaf Community Council an effective and an efficient ‘Voice of the Community’ to the wider world.

**COUNCILLOR’S TRAINING**

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|  | **WHAT** | **WHEN** | **WHO** |
| 1 | ALL NEWLY ELECTED COUNCILLORS AND CO-OPTED TO BE PROVIDED WITH AN INDUCTION PACK AS TO THEIR ROLE AND RESPONSIBILITIES. | WITHIN A MONTH OF ELECTION | CLERK TO PROVIDE  COUNCILLORS TO CONFIRM COMPLETION WITH THE CLERK |
| 2 | ALL COUNCILLORS SHALL UNDERTAKE THE *CODE OF CONDUCT* TRAINING FOLLOWING THEIR ACCEPTANCE OF OFFICE | WITHIN 3-6 MONTHS | COUNCILLORS TO CONFIRM COMPLETION WITH THE CLERK |
| 3 | ALL EXISTING COUNCILLORS TO BE GIVEN A COPY OF *THE ‘GOOD COUNCILLORS GUIDE’.* | WITHIN 3 MONTHS OF APPROVAL OF THIS PLAN | CLERK TO PROVIDE |
| 4 | THE COUNCIL WILL COMMIT TO COMPLETE A SKILLS AUDIT TO IDENTIFY TRAIINING NEEDS. | WITHIN 6 MONTHS OF APPROVAL OF THIS PLAN | CLERK TO COORDINATE |
| 5 | THE COUNCIL WILL PROVIDE TRAINING IN A RANGE OF WAYS THROUGHOUT THE YEAR. A TRAINING CALENDER WILL BE PRODUCED **1** | THROUGHOUT | CLERK TO PUBLISH DRAFT TRAINING PROGRAMME |
| 6 | THE COUNCIL WILL REVIEW ITS TRAINING WITHIN ITS ANNUAL REPORT | ANNUAL REPORTS 2023-2024 | CLERK TO COMPILE |
| 7 | THIS COUNCIL WILL WORK IN PARTNERSHIP WITH OTHER COMMUNITY COUNCILS TO SHARE TRAINING RESOURCES AND OPPORTUNITIES | AS AVAILABLE |  |

**CLERK’S TRAINING**

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|  | **WHAT** | **WHEN** | **WHO** |
| 1 | THE CLERK TO THE COUNCIL WILL BE QUALIFIED TO  ‘CERTIFICATE in LOCAL COUNCIL ADMINISTARATION’ (CiLCA) 2 | WITHIN 12 MONTHS OF APPROVAL OF THIS PLAN | COUNCIL TO APPROVE FUNDING  CLERK TO UNDERTAKE |
| 2 | THE CLERK WILL IMPROVE ON-GOING COMPETENCE AS THE RESPONSIBLE FINANCIAL OFFICER | THROUGHOUT EMPLOYMENT | CLERK  APPOINTED AUDITOR |

1  THIS COUNCIL RECOGNISES THAT TRAINING CAN BE CONDUCTED IN DIFFERENT WAYS – LECTURES, PRESENTATIONS, WRITTEN/AUDIO MATERIAL AND CAN BE DELIVERED IN PERSON OR IN A HYBRID FORM.

2 QUALIFICATIONS OF CLERKS (WALES) REGULATIONS 2021

V1.1