



Solva Community Council Cyngor Cymuned Solfach

TRAINING PLAN

(As required by The Local Government and Elections (Wales) Act 2021)

1. Introduction

1.1 The Training Plan addresses the immediate needs of Solva Community Council (SCC). Training Priorities following the 2022 May local elections are set out in section 7.

1.2 Solva Community Council (SCC) and their staff will equip themselves to be as effective and efficient as possible when exercising functions. SCC will regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their community.

1.3 Section 67 of the 2021 Act¹ requires SCC to make and publish a plan² about the training provision for its members and staff.

1.4 The training plan will reflect on, and address, whether SCC collectively has the skills and knowledge it needs to deliver its plans most effectively.

2. Purpose of the training plan

2.1 Planning for the provision of training can be carried out in a proportionate way taking into account factors such as the activities undertaken by SCC, the current expertise of community councillors and the clerk, and the nature and significance of any training needs identified. Overall, the intention is that the preparation of this training plan will support community councillors to have the relevant training to carry out their role, as well as a professional clerk.

3. Training needs analysis

3.1 In order to determine the training priorities, it is necessary to assess the essential skills needed and whether SCC feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, if SCC intends to exercise the GPoC³

¹ The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils

² The first training plan must be ready and published by 5th November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for SCC to assess needs, agree its training budget and adopt a plan.

³ General Power of Competence



Solva Community Council Cyngor Cymuned Solfach

they may find it essential that community councillors are familiar with preparing a business case or setting up a business.

3.2 There are areas which SCC must ensure they have sufficient skills and understanding. These are:

- a. Basic induction for community councillors.
- b. The Code of Conduct for members of local authorities in Wales.
- c. Financial management and governance.
- d. Planning.

3.3 In addition to these areas, SCC will consider if there are new challenges and opportunities it may wish to explore, such as those offered by the GPoC. In which case, it may decide there are new skills for community councillors and the clerk to attain.

4. Agreeing and publishing the training plan

4.1 The training plan reflects the training needs of SCC and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan provides information about:

- a. The type of training.
- b. Numbers participating.
- c. The timeframe over which the training is expected to be completed.
- d. The overall cost of the training.

5. Review of the SCC training plan

5.1 Under section 67(4) of the 2021 Act there is a duty on SCC to review the training plan from time to time.

5.2 As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan



Solva Community Council Cyngor Cymuned Solfach

is published, subsequent plans must be prepared within three months of an ordinary election of community councillors.

5.3 In practice, the plan is likely to require revising more frequently, for example, following a community council by-election or a new co-opted community councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

5.4 Where SCC revises or replaces its training plan, under section 67(5) of the 2021 Act, SCC must publish the revised or new plan.

6. Publication

6.1 The publication of the SCC training plan will be consistent with the wider approach to publication required by the 2021 Act and be published electronically on the SCC web site.

7. Training Priorities

7.1 Priorities and needs will mature as SCC moves forward and additional training requirements will be included. Immediate training priorities for members are:

Srl	Training Priorities	Provider	No's	Timeframe	Cost	Responsibility
1	Basic Induction*	OVW	4	5 months	£120	Chair
2	Code of Conduct*	OVW	4	6 months	£120	Chair
3	Financial management & governance*	OVW	4	12 months	£120	
4	Planning*	PAW ⁴	3	12 months	£150 ⁵	Ifor
5	Firework safety** training	TBC	TBC	Before 2022 display	TBC	Mark
6	Clerk - CiLCA ⁶	SLCC	1	18 months	£700	Clerk

* All new community councillors.

** All involved at the Firework Ignition Point.

⁴ Planning Aid Wales.

⁵ The £150 covers 20 licences for an annual subscription.

⁶ Certificate in Local Council Administration.



Solva Community Council Cyngor Cymuned Solfach

7.2 The Local Government and Elections (Wales) Act 2021 (the Act 2021): Part 2 allows eligible town and community councils (local councils) in Wales to resolve eligibility and then to adopt the General Power of competence (GPoC). See Criteria for Eligibility at the following link (and details of “A Qualified Clerk” at point 2):

<https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/>

8. Training Providers

8.1 One Voice Wales.

8.2 Planning Aid Wales (PAW) <https://training.planningaidwales.org.uk/>
(Note: This isn't a 'live' course. It's an online modular course that you can access over the year and complete in your own time as it saves your progress. When finished you can also access it within the year as a reference tool.

8.3 Society of Local Council Clerks (SLCC).

Approved at the SCC meeting on:

Minute Reference: