



Training Plan

Introduction

Argoed Community Council strives to be a competent and efficient public body and employer. In order to achieve this, it is committed to providing employees and Members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Local Government & Election (Wales) Act 2021 states that all Town and Community Councils are now required to write a Training Plan which must be published.

Argoed Community Council will ensure that staff and Members are provided with opportunities to develop and enhance their skills and to be kept up to date on all new legislation. The Council values the time given by its members to their community and wants to ensure that individuals understand and enjoy their role in the community.

The Purpose of the Training Plan

Planning for the provision of training will be carried out in a proportionate way and will take into account factors such as the activities undertaken by that Council, the current expertise of Councillors and the Clerk and the nature and significance of any training needs identified. It is considered at least annually as part of setting the budget for the following financial year.

There are areas which all Councils must ensure that they have sufficient skills and understanding. These are:

- The role of a Councillor and an induction for new Councillors
- The Code of Conduct for Members of Local Authorities in Wales
- Financial Management and Governance

In addition to these areas, the Council will consider if there are new challenges and opportunities that they may wish to explore. In which case, the Council may decide that there are new skills for Councillors and Clerks to achieve. There may also be matters which prompt a need for training, such as accidents, professional error or complaints made to the Council.

Basic Induction for Councillors

New Members will be required to undertake the Code of Conduct training provided by Flintshire County Council at the soonest opportunity following their acceptance of office (usually within the first six months of joining Council).

In addition, the Clerk will ensure new Councillors are given a copy of the Community Council's Code of Conduct, Standing Orders, Financial Regulations and the Good Councillor Guide. New Councillors will be expected to attend the New Councillor Induction training provided by One Voice Wales. New Councillors are informed that if they have any queries regarding training matters, they can raise them with the Chair, Vice Chair or Clerk.

Code of Conduct Training

Given Richard Penn's report on the Ethical Standards Framework and the obligation in section 67 of the Local Government and Elections (Wales) Act 2021 (Community Council Training Plans), the Code of Conduct training should be regarded as compulsory for all Members whether they have previously undertaken it or not.

This is mandatory training that Councillors are required to undertake. As stated above, it is provided by Flintshire County Council and the Clerk will keep a record of Members who have attended the training and the date that they attended.

Financial Management and Governance

Councillors are provided with a copy of the Community Council's Financial Regulations and are encouraged to attend any financial and governance training provided by One Voice Wales or Flintshire County Council.

Type of Training

Currently, training for Councillors and the Clerk is largely offered by One Voice Wales. Code of Conduct training is provided by Flintshire County Council and occasionally the Clerk will share training details from external bodies such as Planning Aid Wales or other third-party organisations, which Members can choose to attend if they wish.

The majority of training is held remotely and the training organisers provide the access details to those attending, in advance of the training session. Councillors will need to have access to a laptop or tablet to be able to participate fully in the remote training.

The sessions offered by One Voice Wales are shared with Councillors on a monthly basis. The Clerk receives details of the training available and then emails a copy to all Members. Councillors can contact the Clerk and request to attend any specific training available. This is usually formally agreed at a Council meeting; however, the Clerk can also share any request with the Chair or Vice Chair and inform the relevant Member that attendance has been granted. Councillors have an opportunity to feedback regarding any training received at each Council meeting.

The Clerk will receive regular information from the Society of Local Council Clerks regarding the training offered specifically to Clerks.

Numbers of Members Participating

Training is offered to all Members of the Community Council and the Clerk and the Assistant Clerk. Code of Conduct Training is often mandatory for each Member. With regard to all other training offered, it is the decision of each individual Member, as to whether they wish to take up any additional training sessions. In the case of the Clerk attending any non-mandatory training, it will be cascaded to members if there are items of relevance.

Cost of Training

The Community Council have a training budget which is reviewed on an annual basis. One Voice Wales offers some training sessions free of charge and others at a moderate cost.

There is no cost for the Local Authority Code of Conduct Training. Members and the Clerk are required to seek approval from the Chair and Vice Chair for any training that has a cost attached. Should the training cost be substantial, then approval will need to be discussed by full Council.

Training Record

The Clerk is required to maintain an up to date and accurate log of training attended that can be reviewed at the end of the financial year, in conjunction with the Training Plan being published. The Clerk will share a list of Members who have attended Code of Conduct Training with Gareth Owen, Monitoring Officer at Flintshire County Council, if requested.

Review

Under section 67(4) of the 2021 Act there is a duty on councils to review their training plan from time to time. 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 is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. Argoed Community Council will review this training plan following a council by-election or a new co-opted councillor joining or if they take on new responsibilities such as new services or assets. Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

Approved at AGM 19 May 2026.