

## Training Policy

1. All Members and officers of the Council shall be offered the opportunity to undertake any and all of the following training modules, plus any additional modules that are added, within twelve months of the beginning of the Council term (or, in the case of co-opted Members, within twelve months of taking office):
  - New Councillor Induction
  - Code of Conduct
  - Local Govt Finance
  - Chairing Skills
  - The Council Meeting
  - The Council as an Employer
  - Understanding the Law
  - Health and Safety
  - Equality & Diversity
2. All Members of the Finance Committee shall be offered the opportunity to undertake the *Local Government Finance* module within six months of their appointment to the Committee. If a Member of the Finance Committee has not completed the *Local Government Finance* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
3. All Members of the HR Committee shall be offered the opportunity to undertake the *Council as an Employer* module within six months of their appointment to the Committee. If a Member of the HR Committee has not completed the *Council as an Employer* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
4. The Chair of Council, Vice-Chair of Council and all Chairs of Committee shall be offered the opportunity to undertake the *Chairing Skills* module within six months of their election/appointment. If a Chair of a Committee has not completed the *Chairing Skills* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment as Chair of the Committee, a motion to de-select the Chair of the Committee shall be tabled at the next meeting of that committee.<sup>1</sup>

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<sup>1</sup> The Chair of Council is elected and cannot be deselected. The Vice Chair of the Council is appointed for the duration of the Chair's term of office and cannot be deselected.  
*Local Government Act 1972*  
Amended January 2024

5. A Member may claim special dispensation if they had completed a training module during the twelve months immediately preceding the beginning of the Council term (or, in the case of co-opted Members, during the twelve months immediately preceding their taking office). The Full Council (or Committee, as appropriate) shall decide whether special dispensation shall be allowed for this or for any other reason.
6. A Member who is deselected from a Committee or from the role of Chair of a Committee for the reasons above shall not be reappointed to that position for at least six months.
7. A Member shall be deemed to have been deselected from a Committee or from the role of Chair of a Committee if they resign from that position having failed to complete the necessary training module within the specified time period.
8. This policy refers to the titles of committees and to the title of training modules delivered by, or through, One Voice Wales as of January 2024. This policy shall remain in force if the title of a committee changes but its duties and responsibilities remain broadly similar. This policy shall also remain in force if the title of a training module changes, and/or it is delivered by a different training provider, but its content remains broadly similar.

## Training Policy and Plan

- i. Training for community councillors was a key issue addressed in the Final Report of the Independent Review Panel on Community and Town Councils in Wales that was established by the Welsh Government in 2017. The report said the following:

*The role of a Community and Town Council councillor is changing. We know many councillors think of themselves as volunteers, when they are in fact elected members with statutory responsibilities. The Auditor General for Wales confirms that a significant number of Community and Town Councils demonstrate a lack of understanding of the governance framework within which they operate and do not comply with their statutory responsibilities. We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that councillors are elected members. We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out. As elected members, councillors have to meet the standards expected of them in the Code of Conduct and adhere to the Seven Principles of Public Life (Nolan Principles) ...Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant. It is important they are familiar with what's expected of them as councillors. We recommend that a core package of training should be mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include:*

- *Code of conduct*
- *Induction (covering role/expectations and the legal framework)*
- *Being an employer*
- *Diversity and Inclusion*
- *Health and Safety*
- *Finance (core basic requirements)*

*We call upon Welsh Government, Community and Town Councils and councillors themselves to ensure all councillors are fully trained and have a training plan.*

- ii. The Welsh Government has not taken any action in regards to this recommendation. Therefore, it is still not mandatory for community councillors to undertake any training and there is no consequence in law for a community councillor who refuses to do so.
- iii. Dates for training modules will be sent to all Councillors as and when they are published by One Voice Wales.
- iii. Clause 8 of the draft policy seeks to avoid the unwelcome situation whereby a Member could resign from a Committee or from the role of Chair of a Committee in order to avoid deselection but then immediately put themselves forward to fill the vacancy created by their own resignation.

### **Councillor Training Plan**

Section 67 of The Local Government and Elections (Wales) Act 2021 requires community councils to make and publish a plan by November 2022 for training provision for its members (even though, as noted above, is still not mandatory for community councillors to undertake any training).

The adoption of the proposed Training Policy would mean, *perforce*, that Members agreed to the training plan.

## Councillor Training Plan

Section 67 of The Local Government and Elections (Wales) Act 2021 requires community councils to make and publish a plan by November 2022 for training provision for its members (even though, as noted above, is still not mandatory for community councillors to undertake any training).

The adoption of the proposed Training Policy would mean, *perforce*, that Members agreed to the training plan shown below.

All Members would be offered the opportunity to complete all of the training modules shown below. Some Members have undertaken training in the past (the date when the training was last completed is shown).

	New Councillor Induction	Code of Conduct	Local Govt Finance	Local Govt Finance - advanced	Chairing Skills	The Council Meeting	The Council as an Employer	Understanding the Law	Planning	Health and Safety	Equality & Diversity
Ben Owen-Jones		Nov 2021									
Barrie Page		Nov 2021			Feb 2023		Feb 2023				
Steve Bard			Aug 2023		Aug 2023						
Glyn Smith	Jul 2017	Aug 2017									
Graham White	Jul 2017	Aug 2017									
Joshua Rawcliffe	Oct 2022	Nov 2022	Nov 2022	Aug 2023	Aug 2023		Nov 2023				
Chris Hill		Jan 2024									
Michaela Assiratti			Nov 2019								
Nick Simmons	Jul 2017	Aug 2017	Nov 2019	Dec 2019				Nov 2018			
Peter Adamson		Nov 2017	Feb 2024								
Rob Phillips		Nov 2021	Nov 2019				Mar 2023				
Ralph Henderson		Feb 2024									
Tracey Dyson	July 2017	Nov 2023	Nov 2019		Nov 2019		Feb 2024				
Bernard Wall	July 2017	Aug 2017	Nov 2019								
Mark Lewis	July 2017	May 2017	Feb 2024								

Courses attended in addition to those listed above.

	Introduction to Community Engagement	Community Engagement II	Effective Grant Applications	Use of Websites, IT & Social Media	Devolution of Services/Asset Transfers	Community/Place Planning	Well-being of Future Generations Act				
Ben Owen-Jones											
Barrie Page	Nov 2023	Nov 2023	Feb 2024	Feb 2024							
Steve Bard											
Glyn Smith											
Graham White											
Joshua Rawcliffe											
Chris Hill											
Michaela Assiratti											
Nick Simmons	May 2018				June 2018	Feb 2018	May 2018				
Peter Adamson											
Rob Phillips											
Ralph Henderson											
Tracey Dyson											
Bernard Wall											
Mark Lewis											