



Valley Community Council

TRAINING PLAN & SCHEDULE

Adopted: 21/09/2022 Reviewed: 18 March 2026 Approved: 18 March 2026 (minute 296/2526)

INTRODUCTION

The Council recognises the importance of ensuring that councillors and staff have the skills, knowledge, and understanding needed to carry out their roles effectively and in accordance with the principles of good governance. In line with guidance from One Voice Wales and the Society of Local Council Clerks, the Council is committed to providing access to high-quality training that supports informed decision-making, strong financial management, and adherence to the statutory and ethical responsibilities placed upon community councils in Wales.

Training will support the Council in meeting its duties under Section 67 of the Local Government and Elections (Wales) Act 2021, ensuring that members and staff collectively possess the competencies required to serve the community effectively. The Council will prioritise training in key areas including induction for new councillors, the Code of Conduct, financial governance, the role of the Council as an employer, understanding the law, and other modules provided through One Voice Wales' National Training Programme.

The Council is committed to continuous improvement and will review its training provision annually to reflect changing needs, new legislation, and opportunities for further development.

TRAINING AIMS

The Council is committed to ensuring that councillors and staff possess the skills, knowledge, and confidence necessary to fulfil their roles effectively and to uphold high standards of governance, accountability, and service delivery. In line with guidance issued by One Voice Wales and the Society of Local Council Clerks, the Council aims to:

1. Strengthen the capability of councillors

Support members in developing a clear understanding of their role, responsibilities, and the legal powers available to Community Councils.

Enable councillors to make informed decisions and use Council resources effectively to maximise benefits for the community.

2. Provide essential, high-quality training for staff

Ensure that the Clerk has access to training that supports effective performance, compliance with legislation, and confidence in carrying out their duties.

3. Support continuity and good governance through succession planning

Maintain the Council's effectiveness following local elections or changes in membership by ensuring new councillors receive timely induction and core training.

Reduce operational risk by ensuring that key knowledge is shared and that the Council can continue to function during staff absence (e.g., clerk sickness, holidays, or turnover).

STAFF TRAINING PLAN

The Council is committed to supporting the Clerk in developing and maintaining the skills and knowledge required to perform the role effectively. Training will be provided in line with good practice recommended by the Society of Local Council Clerks (SLCC) and One Voice Wales.

1. Induction and Initial Training

Any newly appointed Clerk will receive a structured induction and will be required to complete the Induction Training provided through recognised sector bodies.

Timing: On appointment.

2. Ongoing Development and Appraisal

The Clerk will participate in an annual appraisal, during which training needs and development priorities will be identified.

Timing: Annually.

3. Professional Qualifications

The Clerk will be supported and encouraged to pursue recognised sector qualifications, subject to available budget and Council approval:

- I. ILCA – Introduction to Local Council Administration
Status: Completed December 2025.
- II. FILCA – Financial Introduction to Local Council Administration
Status: Completed February 2026.
- III. CiLCA – Certificate in Local Council Administration
Note: The SLCC recommends that a Clerk has at least 12 months' experience in post before commencing CiLCA.

4. Continuous Learning and Sector Awareness

The Clerk is encouraged to regularly engage with sector news, guidance, and updates from:

The Society of Local Council Clerks (SLCC)

One Voice Wales (OVW)

Timing: As materials become available.

5. Legislative and Role-Specific Training

The Clerk will attend relevant training sessions, particularly where there are:

- I. Changes to legislation
- II. Updates to governance requirements
- III. New responsibilities impacting the Council

Timing: As required / ongoing.

6. General Power of Competence

Should the Council seek eligibility to exercise the General Power of Competence, the Clerk will undertake any training required to support the application and its ongoing use.

Timing: If and when eligibility is pursued.

COUNCIL

The Council will allocate an annual training budget to ensure sufficient provision for training activities, attendance at conferences, and access to relevant publications for both members and staff. The budget for 2026/2027 has been set at £525.00.

Timing: This allocation will be reviewed each year as part of the Council's budget-setting process.

COUNCILLORS TRAINING

1. Induction Training

All newly elected or co-opted councillors will receive New Member Induction Training as soon as practicable after signing their Declaration of Acceptance of Office (or earlier if possible).

Timing: On election/co-option.

2. Mandatory / Core Training

Councillors are strongly encouraged to complete Code of Conduct training within six months of taking office.

Timing: Within 6 months of election/co-option.

All councillors should familiarise themselves with their own training needs and seek appropriate development opportunities.

A monthly list of current One Voice Wales training courses will be circulated by the Clerk to support councillors in identifying suitable training.

3. Recommended One Voice Wales Modules

Councillors are encouraged to complete the following core modules:

Module 1: The Council

Module 2: The Councillor

Module 3: The Council as an Employer

Module 4: Understanding the Law

Module 5: The Council Meeting
Module 6: Local Government Finance
Module 7: Health and Safety
Module 8: Introduction to Community Engagement
Module 14: Equality and Diversity

Councillors should submit any training requests to the Clerk annually in June, to support budget planning for the following financial year.

4. Allocation of Training Opportunities

The 2026/27 training budget does not allow full provision for all councillors.
Training places will therefore be allocated on a first-come, first-served basis.
The Council will continue to seek bursary opportunities and free training places to expand access.

5. Role-Specific Training

Chair / Vice Chair - Councillors appointed as Chair or Vice Chair of the Council or any Committee are encouraged to attend:

Module 10: Charing Skills

Timing: On appointment.

Finance & Personnel Committee Members - Members of this committee are strongly advised to attend:

Module 3: The Council as an Employer
Module 6: Local Government Finance
Module 18: Effective Staff Management
Module 21: Advanced Local Government Finance

Timing: While serving on the committee, subject to budget.

Parks Committee / Ynys Wen Committee Members

Module 7: Health and Safety

Timing: While serving on the committee, subject to budget.

6. Conferences, Events, and Sector Engagement

Councillors are encouraged to attend conferences, workshops, and training events relevant to their role.

Timing: As opportunities arise.

Councillors should use the following resources, which will be circulated or signposted by the Clerk:

- I. The Good Councillor's Guide
- II. Governance and Accountability – A Practitioner's Guide

Timing: On election/co-option or when updated.

Councillors are encouraged to regularly access the One Voice Wales website for updates relevant to their role.

Timing: Routinely.

Councillors are encouraged to attend webinars and training sessions offered by the County Council, Welsh Government, and partner organisations (e.g., planning seminars).

Timing: As available.