

# St Harmon Community Council

## Training Plan – 2025-27

All members of St Harmon Community Council whether elected or co-opted will be expected to undertake relevant training modules to assist with their work and participation in council matters. Training is crucial to ensure that all members are aware of the correct procedures.

The Local Government and Elections Act 2021 Section 67 requires community councils to make and publish a plan about the training provision for its members and regularly update this.

The following module plan has been set in place for all members to participate in. If a member has undertaken any module within the past 12 months they may be precluded from that particular module.

Some training will be delivered by One Voice Wales on a remote basis via Zoom and on a whole-council basis.

Clerk (Staff) training will mainly be delivered by the Society of Local Council Clerks (SLCC) as sector specific training. Other training providers may be identified.

### Training Needs Analysis

Scale 1 (Desirable) - 5 (Crucial)

#### Councillors

	Importance	Need	Overall	Est Delivery Date
Basic Induction	5	5	25	On Appointment
Code of Conduct	5	5	25	On Appointment 2-year refresher
Personnel	3	4	12	When Required
Financial Management	4	4	16	Intermittent
Planning Aid Wales	4	3	12	Intermittent
In-House Clerk's Sessions	4	4	16	Intermittent
Project Briefings	5	4	20	Intermittent
One Voice Wales Modules	3	3	9	Intermittent

### Clerk & Responsible Financial Officer (Staff)

	<b>Importance</b>	<b>Need</b>	<b>Overall</b>	<b>Date</b>
CiLCA	5	5	25	Obtained 2014
PIALC	4	5	20	Obtained 2024
National Conference	3		12	Intermittent
Practitioners Conference	4	4	16	Intermittent
Regional Training Seminar	5	4	20	Annually
Themed Webinars	4	4	16	Intermittent

Members may also approach the Clerk about other training opportunities which may be considered by the Community Council.

The Clerk will keep and up to date Training Record for all members and staff.

Members are asked to inform the Clerk of any training accessed for inclusion within the training record.

Adopted – 01.05.25