

# Caersws Community Council

## Training Plan

**Adopted:** 21<sup>st</sup> January 2026

**Review Date:** Annually

**Responsible Officer:** Clerk to the Council

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This Training Plan has been prepared in accordance with Section 67 of the Local Government and Elections (Wales) Act 2021, which requires community and town councils in Wales to publish a training plan setting out how councillors and staff will be supported to gain the knowledge and skills necessary to carry out their roles effectively.

Caersws Community Council recognises that effective governance, financial management, community engagement, and statutory compliance depend on councillors and officers being appropriately trained and supported.

The purpose of this Training Plan is to:

- Ensure councillors and staff have the skills and knowledge required to fulfil their roles
- Support good governance, transparency, and accountability
- Maintain compliance with legal and regulatory requirements
- Promote confidence, consistency, and professionalism within the Council
- Identify training priorities and plan provision over the council term

This Training Plan applies to:

- All elected and co-opted councillors of Caersws Community Council
- The Clerk and any other employees of the Council

Training needs will be identified through:

- Induction requirements for new councillors
- Annual review of councillor and staff development needs
- Changes in legislation, guidance, or Council responsibilities
- Feedback from Councillors, the Clerk, and external auditors
- Advice and guidance from One Voice Wales (OVW) and other sector bodies

## Councillors

To be completed within 6 months of election or co-option:

- Introduction to the role of a community councillor
- Code of Conduct and ethical standards
- Council procedures, Standing Orders, and Financial Regulations
- Roles of the Chair, Clerk, and Responsible Financial Officer
- Overview of Caersws Community Council assets and responsibilities

Training Area	Priority	Timescale
Code of Conduct & Standards	High	Within 6 months
Chairing Skills (Chair / Vice-Chair)	Medium	As required
Understanding Council Finance & Budget Setting	High	As required
Risk Management & Asset Management	Medium	Within term
Planning System & Consultation Responses	Medium	As required
Equality, Diversity & Inclusion	Medium	Within term

## Clerk and Employees

Training Area	Priority	Notes
CiLCA (if applicable)	High	Supported by Council
ILCA	High	Mandatory within one month
FILCA	Medium	Supported by Council
Data Protection & GDPR	High	Ongoing
Asset Management & Insurance	Medium	Ongoing
Employment & Governance Law	Medium	As required
Hygiene/COSHH	High	Ongoing

Training will be delivered through a combination of:

- One Voice Wales (OVW) training courses and webinars
- Welsh Government or partner organisation training
- Online learning platforms and e-learning
- In-house briefings and knowledge sharing
- External providers where specialist training is required

The Council will:

- Make reasonable provision within the annual budget for training
- Support councillors and staff to attend relevant courses
- Encourage attendance of cost-effective and accessible training
- Consider travel and time commitments when approving training

The Clerk will maintain a Training Record for Councillors and staff to include :

- Training Completed
- Changes in legislation or guidance
- Emerging training needs

This Training Plan will:

- Be reviewed annually
- Be published on the Council's website

This Training Plan was reviewed and adopted by Caersws Community Council  
on the date above

**Signed:** \_\_\_\_\_ (Chair)

**Signed:** \_\_\_\_\_ (Clerk)