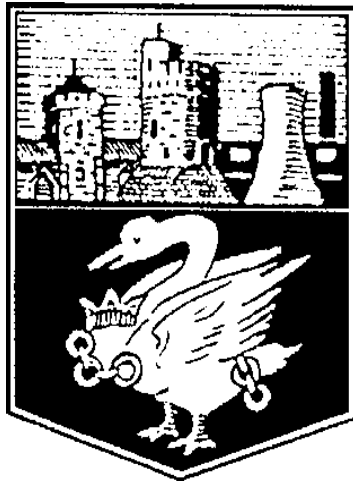




Caldicot Town Council Training Plan

Introduction

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to develop a plan setting out what it proposes to do to address the training needs of its councillors and staff.

Caldicot Town Council training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively.

A new training plan must be adopted after each ordinary election of Town Councillors to reflect the training needs resulting from changes to the Council. This is Caldicot Town Council's first training plan (after a temporary plan) but here after it will review the plan from time to time to keep it up to date and relevant.

With regards to Council Staff, annual performance appraisals identify individual training opportunities on an on-going basis. The training plan is designed to support Councillors to have the relevant training to carry out their roles, this applies to all Councillors and not just Councillors who take on roles such as Mayor/Chair etc.

There are essential areas that Councils should address to ensure the Council has sufficient skills and understanding.

These include:

- Basic induction for Councillors;
- The Code of Conduct for Members of local authorities in Wales;
- Financial Management and Governance;
- Good Councillor Guide;
- Data protection.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and Staff to attain going forward from the publication of this first training plan.

The plan has been developed for this moment in time and will be revisited and updated periodically over the next five years and leading up to the next set of Local Government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table

<u>Who</u>	<u>What</u>	<u>How</u>	<u>When</u>	<u>Outcome</u>
All new councillors	Basic induction to the council	Informal session delivered by council staff and other experienced councillors	Within 1 month of acceptance of office	Good knowledge and understanding of the Council and its work, history and structure.
All Councillors	Code of Conduct	Formal Training OVW	Within 6 months of accepting office	Knowledge and understanding of the obligations within the Code of Conduct
All Councillors	Financial Management and Governance	Formal Training OVW	Optional	Knowledge and understanding of obligations on Council.
All Councillors	The Council The Councillor, The Council Meeting, Council as Employer, Health and Safety	Formal Training OVW	Optional	Knowledge and understanding of obligations on Council.
All Staff	Specialist Training where required	Formal Training	When required	Knowledge, skill and understanding for role.
Chairs and Vice Chairs of Council and Committees	Charing Skills	Formal Training	Within 6 months of accepting office as Chair/Vice Chair	Knowledge and understanding of obligations on you as Chair/Vice Chair Good practice
Town Clerk And Deputy Clerk	Local Council Administration (CiLCA) or higher Formal qualification Basic First Aid; Fire; Data Protection Code of Conduct for Clerks; H & S in the Workplace	Formal Qualification	To start within 12 months of appointment and to be completed within 2 years.	Knowledge, understanding and skill necessary to undertake the role of Proper Officer. The Current Locum Town Clerk is CiLCA qualified.

Responsible Financial Officer (RFO)	A recognised finance or accounting qualification and will also undertake the ILCA & FILCA qualification.	Formal Qualification	As part of the recruitment process To start within 12 months of appointment	Knowledge, understanding and skill necessary to undertake the role of RFO
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MEMBERS RESPONSIBILITIES

Members are individually responsible for taking ownership of their own training, they need to identify and undertake any required initial/annual/refresher training. Members are sent a list of all available OVW Training events each month by the Clerk and members are required to advise the Clerk of any identified/required training.

Members are asked to inform the Clerk of any training accessed for inclusion within the training record. The Clerk will keep and up to date Training Record for all members and employees.

TRAINING BUDGETS

Training Budgets are reviewed/agreed annually.

Written 06 July 2026

Adopted and Approved by Caldicot Town Council at Full Town Council meeting held on 14 July 2026

Reviewed date next AM 2027