



All Councils must write a Training Plan. The purpose of the training plan is to set out requirements for the provision of training so it can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and staff and the nature and significance of any training needs identified.

There are areas which all councils should ensure that they have sufficient skills and understanding.

These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed
- The overall cost of the training.

A new plan needs to be written after each set of full elections and reviewed regularly.

The first training plan must be completed and published by 5 November 2022.

Councillor training requirements:

1. Induction Pack – issued to Councillors at special meeting of 13th May 2022 and an overview of the content given by the Town Clerk.



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2. Induction Form – completed on a one to one basis with Councillor and Town Clerk. To be completed before the end of June 2022. Please liaise with the Town Clerk to agree a mutually convenient date and time. Allow approximately one hour.
3. Standing Orders Familiarisation Training, carried out by Town Clerk. If not undertaken in 20/21 to be carried out on Zoom on 17/5/22 at 10am or 21/6/22 at 10am. Recorded session provided to those Members who were unable to attend with a request to confirm when it has been listened to. UPDATE - Training on 2023 version of Standing Orders delivered by Town Clerk on 14th August 2023 at 2pm. A recording was made available for those unable to attend with a request to confirm when it has been undertaken.
4. Financial Regulations Familiarisation Training, carried out by Town Clerk. If not undertaken in 20/21 to be carried out on Zoom on 18/5/22 at 10am or 23/6/22 at 10am. Recorded session provided to those Members who were unable to attend with a request to confirm when it has been listened to. Update – the recording can be provided upon request.
5. One Voice Wales Online Councillor Induction Training. Suitable for all Councillors. Cost of £35 covered by Councillor Training budget. Request for this to be completed in May or June 2022.
6. One Voice Wales Code of Conduct Training. To be completed by all Councillors. Cost of £35 covered by Councillor Training budget. To be completed in May or June 2022. **UPDATE – REVISED STANDING ORDERS PROVIDE THAT THIS MUST BE CARRIED OUT WITHIN 6 MONTHS OF ACCEPTANCE OF OFFICE.**
7. One Voice Wales Chairing Skills. Recommended for all Chairs. Cost £35.
8. One Voice Wales Local Government Finance. Recommended for all Councillors. Please complete as soon as possible. Cost £35.
9. Various other courses available and offered regularly. Please see full details at <http://www.onevoicewales.org.uk/OVWeb/Default-7451.aspx> and discuss any requirements with the Town Clerk.
10. Budget for Councillor training in 2024/25 is £1,000. (See note below about funding available for White Ribbon training).
11. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.



12. Full records held separately about Councillor training carried out. Training completed by Councillors as identified at points 1 to 8 above noted below.

Name of Councillor	1. Induction Pack received	2. Induction form completed with Town Clerk	3. Standing Orders Familiarisation	4. Financial Regulations Familiarisation	5. Online Councillor Induction Training	6. Online Code of Conduct Training	7. Charing Skills	8. Local Gov Finance	9. The Council	10. 2023 version Stdg Orders
David Meredith	7/5/22	20/5/22	21/6/22	23/6/22						
Liz Rijnenberg	7/5/22	9/5/22	17/12/20 21/6/22	23/3/21 23/6/22		21/10/21				14/8/23
Mark Perry	7/5/22	11/5/22	7/12/20	23/3/21 23/6/22						14/8/23
Rob Thomas	7/5/22	11/5/22	17/12/20	6/4/23		27/10/21		22/11/22		14/8/23
Chris Walsh	7/5/22	9/5/22	12/4/23	19/3/21		19/4/23				
John Powell	7/5/22	11/5/22	7/12/20 21/6/22	19/3/21 23/6/22	26/3/21	24/3/21	23/3/21	13/7/22	11/7/22	22/8/23
Matthew Dorrance	7/5/22	12/5/22	17/12/20 24/6/22	27/6/22		2/2/23				
Neil Stone	7/5/22	9/5/22	21/6/22	23/6/22	17/5/22	22/6/22				
Steve Morgans	7/5/22	13/5/22								
Nigel Kilgallon	7/5/22	13/5/22	21/6/22	23/6/22						
Trish Fretten	7/5/22	9/5/22	21/6/22	23/6/22	17/5/22	25/5/22		29/5/23	29/6/22	14/8/23



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Name of Councillor	1. Induction Pack received	2. Induction form completed with Town Clerk	3. Standing Orders Familiarisation	4. Financial Regulations Familiarisation	5. Online Councillor Induction Training	6. Online Code of Conduct Training	7. Chairing Skills	8. Local Gov Finance	9. The Council	10. 2023 version Stdg Orders
Michaela Davies	7/5/22	11/5/22			16/2/23	15/2/23	1/2/23			
Marie Matthews	7/5/22	9/5/22	3/2/23	24/1/23		2/2/23				
Charlotte Walton	7/5/22	11/5/22	29/1/23	24/6/22		7/2/23	17/5/23			
Sian Drinan	7/5/22	13/5/22			8/6/22	30/11/22			15/6/22	

Staff Training:

1. Induction Training to be carried out. Training needs may be identified.
2. Annual appraisal will address training requirements identified.
3. Training can be requested by members of staff at any time by discussing with the Town Clerk in the first instance.
4. Budget for Staff and Volunteer training in 2024/25 is £1,800. This includes an extra £500 this year for White Ribbon training. (This budget could also cover councillor training costs in this area of learning)
5. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.
6. Records kept of training undertaken by Staff.

Volunteer Training:

7. Induction Training to be carried out. Training needs may be identified.
8. Form for volunteers to complete asks whether any training requirements have been identified or are required.



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9. Training can be requested by volunteers at any time by discussing with the Visit Brecon Co-ordinator and/or Town Clerk.
10. Budget for Staff and Volunteer training in 2023/24 is £1,300.
11. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.
12. Records kept of training undertaken by Volunteers.