

# Councillor Training Policy

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## 1. Introduction

- 1.1 Section 67 of the 2021 Local Government and Elections (Wales) Act requires Community Councils to make and publish a plan about the training provision for its Councillors and Community Council staff (Clerk).
- 1.2 The purpose of the training plan is for Community councils and their staff to equip themselves to be as effective and efficient as possible when exercising functions. Having identified development gaps, the next step is to develop a plan to address these gaps.
- 1.3 The Training Plan will be reviewed regularly if a new Councillor/Clerk joins and three months after every Ordinary Election of Community Councillors to the Council.

## 2. Training Plan

2.1 New Councillors will receive an induction pack setting out all relevant policies and procedures. It will be recommended that training is identified and offered.

2.2 The Clerk will share any training courses that are relevant to the Councillors, including training schedules provided by One Voice Wales and Society of Local Council Clerks.

2.3 Training will not only be about sending individuals on training courses but it may include memberships of professional bodies, and internally organised team development events.

2.4 An annual budget will be set to allow Councillors/Clerk to attend training course. Members can claim travel expenses. The Council will ensure memberships are paid for One Voice Wales & SLCC, annually in the budget.

2.5 Training will be reviewed in light of changes to legislation, new equipment purchased, complaints received and requests from Councillors.

## 3. Recording

3.1 Any training courses that are attended will be recorded by the Clerk. This will be reviewed annually to ensure training is being offered and attended.

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Reviewed, Updated and Approved by the Council on 15<sup>th</sup> May 2026  
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