

Section 67 of the Local Government and Elections (Wales) Act 2021 places a statutory duty upon town and community councils to make and publish a plan setting out how it proposes to address the training needs of both councillors and staff.

The purpose of the plan is to ensure that collectively the Council possesses the knowledge and awareness needed to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the first such plan, and it will be reviewed annually at the AGM.

The Council has a team of experienced and qualified staff and is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. An assessment of councillor training needs will be conducted later in the financial year when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. An assessment of training needs will be an important part of staff appraisals. Notwithstanding this, there are core areas to address to ensure the council has 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 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 inaugural training plan.

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

Machynlleth Town Council Training Plan – Adopted September 26th 2022

Offered to	What	How	When	Commentary
All Councillors	Basic Induction Training.	Informally delivered by the Clerk	October 2022	Basic induction will include a governance presentation and a member information pack which will provide an understanding of how council should operate.
All Councillors	Training session on the code of conduct for members.	Offered through Un Llais Cymru.	Already offered.	Will continue to be offered in the monthly training circular.
Clerk to the Council	Continuous Professional Development.	Attendance at sector specific local council conferences and training seminars throughout the year.	31st of March 2023	The Clerk holds a recognised qualification in the field - The Certificate in Local Council Administration.
Finance and Admin officer.	Continuous Professional Development.	Encouraged to widen knowledge of the sector by attendance on training courses of specific interest provided by Un Llais Cymru.	31st of March 2023	Offered in the monthly training circular.
Facilities Manager.	Continuous Professional Development.	Encouraged to widen knowledge of the sector by attendance on training courses of specific interest provided by Un Llais Cymru.	31st of March 2023	Offered in the monthly training circular.
Chair of Finance Committee.	Training on local government finance.	Offered through Un Llais Cymru	Already offered.	Will continue to be offered in the monthly training circular.

Date of Review:- at AGM 2023.