



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Training Policy and Training Plan

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 Council is committed to the training and development of its Councillors and staff to ensure that it possesses a wide range of skills to achieve its aims and objectives.

The Council will have set sufficient budget for the training of its staff and Councillors during the coming year as well as being able to use the information and training from sector specific associations such as One Voice Wales (OVW), National Association of Local Councils (NALC) or the Society of Local Council Clerks (SLCC)

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's membership and to provide for the election of new Councillors. The plan for both Councillors and staff will be reviewed annually.

The Council will have a team of experienced and qualified staff. It is confident that staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their terms of office.

An assessment of Councillors training needs will be conducted during 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 across all its staff.

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 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 training plan as set out in the following table.

Adopted by Council at the June 2026 meeting. To be reviewed at the Annual Meeting 2027.

Appendix to Machynlleth Town Council Training Development Plan Policy

Training available for	What is on offer	How	When	Notes
All Councillors	Basic Induction Training	From OVW* webinars	Periodic calendar of webinars sent by OVW* to Clerk to distribute to Councillors	Basic induction to include a governance presentation and a member's information pack which provides an understanding of how council should operate
All Councillors	Training session on the Code of Conduct	From OVW* webinars	Periodic calendar of webinars sent by OVW* to Clerk to distribute to Councillors	Offered on a monthly training circular
Chair of the Finance Committee	Training on Local Government Finance	From OVW* webinars	as and when advertised by OVW* - NALC* - SLCC*	Offered on a monthly training circular
Clerk of the Council	Continuous Professional Development	Attendance at sector specific local council conferences, training seminars/webinars/courses thorough out the year	as and when advertised by OVW* - NALC* - SLCC*	Clerk must hold a recognised sector specific qualification such as CiLCA (Certificate in Local Council Administration) or above such as : Level 4 Certificate of Higher Education in Community Governance or : Level 5 Foundation Degree in Community Governance.

Administrative Finance Officer	Continuous Professional Development	Encouraged to widen knowledge of the sector by attendance on training webinars/courses provided by OVW*	as and when advertised by OVW* - NALC*	Offered on a monthly training circular
Facilities Manager	Continuous Professional Development	Encouraged to widen knowledge of the sector by attendance on training webinars/courses provided by OVW*	as and when advertised by OVW* - NALC*	Offered on a monthly training circular
Ancillary staffs	Continuous Professional Development	Online & attending workshops specific to the staff function.	on a rolling program of updates in each specific area of staffing	
			* OVW = One Voice Wales / Un Llais Cymru * NALC = National Association of Local Councils * SLCC = Society of Local Council Clerks	

