

Training Plan

The Local Government and Elections (Wales) Act 2021 introduced a statutory requirement for town and community councils to have a training plan for Members and staff (section 67). The intention behind this requirement is to support councillors with the relevant training to carry out their role. It is recognised that this should be carried out in a proportionate way, taking into account factors such as the activities undertaken by the council, and the current expertise of councillors and the clerk. The Town Council performs a limited range of functions and Members need to be equipped to undertake their responsibilities which are set down in law. Training can take many forms and includes in person or remote access courses, webinars, attendance at conferences and seminars, in house briefings from the Town Clerk or representatives from other organisations, personal reading and research. There are essential skills and knowledge that all councillors should have and to this end therefore all should attend the basic provision in the first six months, particularly if the Member is Chair of a sub-committee:

- Induction
- Code of Conduct
- Financial Management and Governance
- Planning
- Understanding the Law

It is recognised this time scale may not be possible, but the above modules should be attended certainly by the end of the first year of office.

Welcome packs were provided to all Members following the election in May 2022. Included in the packs were copies of the Register of Members Interests, the Code of Conduct, Standing Orders and Financial Regulations.

The Town Clerk arranged an induction for all Members in May 2022 which was attended by 5 Members of the Town Council. This included

- Role of the Councillor
- Code of Conduct

Usk Town Council via One Voice Wales will offer Code of Conduct training town councils. Any Member who hasn't attended training on the Code of Conduct within the last 12 months will be encouraged to attend.

Other areas where Members would benefit from training opportunities:

- Planning policies / planning applications
- Local Government
- Local Government Finance
- Community engagement

- Climate change / biodiversity duty
- Governance

The above topic areas can all be addressed either through the modules offered by One Voice Wales which are open to non-member councils, or Planning Aid Wales.

Staff Training

The Town Clerk and Responsible Finance Officer maintain up to date knowledge through membership of the Society of Local Council Clerks. From time-to-time remote access courses or webinars may be identified as an opportunity to get more detailed information. This could relate to topical issues that affect the running of the Town Council such as cyber security or legislation that imposes new duties on the sector.

When any new staff are recruited any training needs should be identified through a formal induction process.

The Council have encouraged the Clerk to undertake CiLCA training from April 25, this is a year's course with over 200 study hours at a cost of £350.00

Volunteer Training

The Town Council does not employ any regular volunteers. Volunteer stewards are appointed for the community events and briefed on the day. It is hoped that members and volunteers will be able to undertake Chapter 8 Traffic Management training during 2025.

Budget

The estimates for 2025/26 financial year is Staff-£600, Members-£300 in order to progress the specific training needs identified above in the current financial year. For future years a separate budget head will be established. Modules offered by One Voice Wales which are delivered remotely are charged at £40 members. One Voice Wales also frequently offers free training places.

Review

The LGE (Wales) Act 2021 imposes a duty to review the training plan from time to time and as a minimum within 3 months of every ordinary election. However, a more frequent review may be necessary if there is a change in circumstances such as following a by election or taking on new responsibilities.

Setting aside the formal review requirements a flexible approach will be maintained such that at any time Members can request support to pursue additional training where it can be demonstrated this will be a benefit to the management and governance of the council.

Updated: May 2026

Appendix: Councillor Training record

	Councillors					
	Dave Harrison	Gwyneth Howells	Melion Howells	Alison Ivin	Kay Peacock	Diane Richards
Bespoke						Allan Shagrove
Module 1	18.05.22	30.09.24	18.05.22		18.05.23	30.09.24
Module 2		09.10.24	27.04.21			09.10.24
Module 3		23.10.24	26.03.21			23.10.24
Module 4			21.04.21	18.07.23		
Module 5	11.04.23			13.07.23		
Module 6	04.04.23	16.10.24		03.07.23		16.10.24
Module 7						
Module 8						
Module 9	12.05.22		24.05.22	11.07.23	12.05.23	
Module 10			23.03.21			21.05.25
Module 11			22.03.23			
Module 12			28.03.23			
Module 13						
Module 14						
Module 15						
Module 16						
Module 17						
Module 18						
Module 19						
Module 20						
Module 21						
Module 22			28.09.20	02.05.24		
Module 23						
Module 24	05.06.24		05.06.24			
Module 25			11.06.25			
Module 26			30.09.25			
Module 27			04.06.25			
Other						
Other			22.03.23			09.06.23
			22.01.24			