

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO

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Training Plan 2024

Introduction:

The Local Government & Elections (Wales) Act 2021 places a duty on Town & Community Councils in Wales to set out a training plan for both councillors and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personal development.

Training:

Training is defined as '*a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation*'.

Learning can be categorised into the following:

- Intuitive – learning by what happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.

- Proactive – planning to learn from an activity, reflecting on it and planning to use what has been learned.

It is anticipated that councillor / staff learning will reflect many of the above.

Training Aims:

The Council's training aims are the following:

1. To improve the understanding of its councillors, of their role as a local Councillor, the powers available to the Council and how best to utilise the resources available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they can undertake their respective roles.
3. To ensure an acceptable level of succession planning to:
 - a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g., holidays, sickness, staff turnover etc.)

Staff Training:

All new staff to take Induction Training	As & when required
All staff to undertake staff appraisals to develop their training needs	Annually
All office based staff encouraged to undertake the following, for which the Council will provide financial support: <ol style="list-style-type: none"> 1. ILCA – Introduction to Local Council Administration 2. FILCA – Financial Introduction to Local Council Administration 3. CILCA – Certificate in Local Council Administration 	On-going

<p>All staff encouraged to read regular publications and updates from internet websites:</p> <ul style="list-style-type: none"> • SLCC • The Clerk • One Voice Wales 	Monthly
All staff encouraged to attend training relevant to the position.	On-going

Council:

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for councillors and staff	Annually
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Councillors Training:

All councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 4 years (or following local elections)
All councillors are encouraged to complete a skills audit to identify training needs.	Annually
All councillors shall undertake training in the Code of Conduct within 6 months of acceptance of office.	On Election to Office
All councillors are encouraged to attend conferences and training events as appropriate to councillors and Council's needs and responsibilities.	Annually

All councillors are encouraged to read the following publications: <ul style="list-style-type: none"> • The Good Councillors Guide • Governance & Accountability – A Practitioners Guide 	On Election to Office
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Name	Training Undertaken	Training Provided by	Date	Notes
Tracy Hughes (Clerk)	Induction Training (provider) AAT (level 2) Community Governance (Level 4) Advanced Finance	In house AAT University of Gloucestershire One Voice Wales	10/11/21 2012 2013/14 17/04/16	Delivered the training
Nicola Horner (Assistant Officer)	Induction Training	In house	10/11/21	Left post 14/03/25
Cllr R Pagett				Left 07/21
Cllr G Morvan	Responding to Planning Applications Induction Training	Planning Aid Wales In house	Oct 2020 10/11/21	
Cllr C Bridgeman				Left 12/20
Cllr K Jones	Induction Training	In house	10/11/21	
Cllr G Watkins				Left 09/21
Cllr K Treharne				Left 06/21
Cllr L Emanuel	Induction Training	In house	10/11/21	Left 12/21 05/24 to present
Cllr D Hillman	Responding to Planning Applications Induction Training	Planning Aid Wales In house	Oct 2020 10/11/21	

Cllr C Hillman	Responding to Planning Applications Induction Training	Planning Aid Wales In house	Oct 2020 10/22/21	
Cllr L Harris	Induction Training	In house	10/11/21	
Cllr R Abbas	Induction Training	In house	10/11/21	Left 12/20
Cllr T James				Left 09/21
Cllr K Jenkins	Responding to Planning Applications The Council Meeting Chairing Skills	Planning Aid Wales One Voice Wales One Voice Wales	Oct 2020 17/11/21 25/11/21	Left May 24
Cllr B Lucas				07/17 to 02/19 & 07-09/22
Cllr M Williams	Induction Training	In house	10/11/21	
Cllr K Rowlands	Induction Training	In house	10/11/21	Joined Oct 21 to Feb 22
Cllr J Bond	New Councillor Induction	One Voice Wales	20/02/24	Left 12/24
Cllr L King				
Cllr L Higgins	New Councillor Induction The Council Meeting Chairing Skills	One Voice Wales One Voice Wales One Voice Wales	20/02/25 12/02/25 16/04/25	Joined Sept 24
Cllr DJ Wright				Joined April 25

Tracy Hughes

Town Clerk / RFO – April 2025