

Abertillery and Llanhilleth Community Council Training Policy

Training Policy

1. All Members and officers of the Council shall be offered the opportunity to undertake any and all of the following training modules within twelve months of the beginning of the Council term to ensure they have sufficient skills and understanding (or, in the case of co-opted Members, within twelve months of taking office).

- New Councillor Induction
- Module 1 – The Council
- Module 2 – The Councillor
- Module 3 – The Council as an Employer
- Module 4 – Understanding the Law
- Module 5 – The Council Meeting
- Module 6 – Local Government Finance
- Module 7 – Health and Safety
- Module 8 – Introduction to Community Engagement
- Module 9 – Code of Conduct
- Module 10 – Chairing Skills

Additional modules are also available and can be attended once all the above have been completed. The full list of training modules and a brief description of each can be found in **Appendix A**.

On 30 April 2025, Council RESOLVED to agree that Code of Conduct training is completed every 5 years (minute number 9).

2. All Members of the Finance and Governance Committee will be offered the opportunity to undertake the *Local Government Finance* module within six months of their appointment to the Committee. If a Member of the Finance Committee has not completed the *Local Government*

Finance module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.

3. All Members of the HR Committee will be offered the opportunity to undertake the *Council as an Employer* module within six months of their appointment to the Committee. If a Member of the HR Committee has not completed the *Council as an Employer* within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
4. The Chair of Council, Vice-Chair of Council and all Chairs of Committee will be offered the opportunity to undertake the *Chairing Skills* module within six months of their election/appointment. If a Chair of a Committee has not completed the *Chairing Skills* module within six months of their appointment as Chair of the Committee, a motion to de-select the Chair of the Committee shall be tabled at the next meeting of that committee. The individual can remain on the committee.
5. A Member may claim special dispensation if they had completed a training module during the twelve months immediately preceding the beginning of the Council term (or, in the case of co-opted Members, during the twelve months immediately preceding their taking office). The Full Council (or Committee, as appropriate) shall decide whether special dispensation shall be allowed for this or for any other reason.
6. A Member who is deselected from a Committee or from the role of Chair of a Committee for the reasons above shall not be reappointed to that position for at least six months.
7. A Member shall be deemed to have been deselected from a Committee or from the role of Chair of a Committee if they resign from that position having failed to complete the necessary training module within the specified time period.
8. This policy refers to the titles of committees and to the title of training modules delivered by, or through, One Voice Wales as of November 2025. This policy shall remain in force if the title of a committee changes but its duties and responsibilities remain broadly similar. This policy shall also remain in force if the title of a training module changes, and/or it is delivered by a different training provider, but its content remains broadly similar.
9. Training Needs - It is essential that councillors identify what training they require (for example, Local Government Finance if they are on a finance committee) and receive adequate training to understand the role to which they have been elected, enabling them to undertake their

role and ensuring that they are aware of their responsibilities when undertaking their role as a councillor. Training enables councillors to carry out their duties to the best of their ability and be kept up to date with all current legislation. The costs associated with the Councillor Training Programme will be met from the existing ALCC budget provision. One Voice Wales will invoice ALCC directly and anyone attending the training course will get their certificate emailed to them after completion.

Staff training will be identified by the Clerk through the recruitment and annual appraisal processes.

When One Voice Wales releases a list of available training courses and dates, officers will email it to councillors. It is the responsibility of each individual councillor to request a date to attend. Once a place has been confirmed, an email with the details will be sent out. Another email with a link to join the meeting will be sent 24 hours before the course starts.

If you aren't able to attend because of unforeseen circumstances, you must contact the Clerk as soon as possible. It may be possible to re-arrange. Failure to attend without prior notification (except in exceptional circumstances, such as sickness or a domestic emergency) will result in the councillor being charged for the course. Currently, this is £65.00 (for non-members of One Voice Wales).

10. Training courses from providers other than One Voice Wales may also be available and will be shared with councillors and staff.

Training Plan

It is the objective of Abertillery and Llanhilleth Community Council to consider how training and development needs are identified and reflected in the training plan. All councillors will be offered new councillor induction training plus modules 1-10 as shown in the training policy. Priority will be given to the training requirements identified in points 2,3 and 4 of this policy. Additional training may be provided if a need/gap is identified for development. For example, if Council decides to organise a community event for the first time, a clear need may be for a councillor or staff member to attend health and safety or community engagement training. There is a limited budget for training and this needs to be balanced with the overall needs to support councillors and staff.

Please see **Appendix B** for the Councillor Training Plan and **Appendix C** for the Staff Training Plan.

Appendix A

One Voice Wales - National Training Programme for Community and Town Councils in Wales

New Councillor Induction – Only available at Election time and Bespoke sessions

This session covers the following topics:

- What town and community councils do
- How they serve their communities
- The changing world of councils
- What makes a good council
- Your role as a councillor
- Your commitment and the Code of Conduct
- Fulfilling your duties and responsibilities
- Being the voice of the community

Module 1 - The Council

- The Council as a Corporate Body
- The “Team” of Members and Staff
- The Council’s Role Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.

Module 2 - The Councillor

- The Councillor and their Commitment

- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the councillor and their commitment to the office of councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to “build bridges” between yourself, the council and other interested parties.

Module 3 - The Council as an Employer

- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the ‘job description’, recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding The Law

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act

- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance Income and Expenditure Powers
- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where councillors currently engage with their communities. The session includes a short overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local councillors.

The module specifically covers the following:

- The Nolan Principles
- What Councillors must do and must not do
- Personal/Prejudicial interests
- Predetermination & Predisposition
- How the Code is Policed

The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.

Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 – No Longer included in the programme

Module 12 – Creating a Community Plan To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

Module 14 - Equality & Diversity

Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & Social Media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications

To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

Module 18 – Managing Your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer

Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils. The training module provides a highly interactive experience for councillors and clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers
- Models for and approaches to Service Devolution
- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability

This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g. Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced

This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities
- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions
- Investments

Module 22 - Understanding Mediation – Not available remotely, unless on a bespoke basis.

Module 23 – Community Asset Transfer

To provide Community and Town Councils with a practical ‘step-by-step’ guide to taking on a Community Asset Transfer project and to raise awareness of some of the common issues that might arise and how these might be overcome. It will also highlight some of the skills that will be required and the tools that you can use to help make your CAT project successful.

Module 24 – Finance and Governance Toolkit

To help Community and Town Councils operate within a framework of law and good practice and to see how the Toolkit helps Councils to meet legal requirements and achieve good practice and understand that operating professionally gives the Council, Officers and Community confidence that the Council is competent in all aspects of financial management, governance and service delivery.

Module 25 – Biodiversity basics Part 1 and Module 26 Part 2

A 2-part course teaching Councils the basics of biodiversity, nature recovery and ecology need to make good decisions and effective Biodiversity Action plans. It follows the same '5 pillars of biodiversity' as introduced in the guidance document. After attending this course Councils will be better placed to write robust BAPs and Section 6 Reports and meet that Section 6 duty of biodiversity and ecosystem resilience.

Module 27 – Nature Project Management

A course delivered over 1 session that demonstrates the basics of project management in the context of nature and environmental projects. Handouts will include a project checklist for Councils to help them manage projects in line with Biodiversity principles, on time and in budget. It is hoped that all Councils that attend this course will have already attended the Biodiversity Basics Course first

Appendix B

Abertillery And Llanhilleth Community Council Councillor/Member Training Plan

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared with guidance from One Voice Wales and the Society of Local Council Clerks. This plan has been approved by Council and will be reviewed annually or, as and when a councillor or staff member requests training. (the date when the training was last completed is shown).

	New Councillor Induction	Code of Conduct	Local Govt Finance	Local Govt Finance - advanced	Chairing Skills	The Council Meeting	The Council as an Employer	Understanding the Law	Planning	Health and Safety	Equality & Diversity
Module Number	n/a	9	6	21	10	5	3	4		7	14
Ben Owen-Jones		Nov 2021									
Barrie Page		Nov 2021			Feb 2023		Feb 2023				
Steve Bard		Mar 2024	Aug 2023		July 2023						
Graham White	Jul 2017	Aug 2017									
Joshua Rawcliffe	Oct 2022	Nov 2022	Nov 2022	Aug 2023	Aug 2023		Nov 2023				
Chris Hill		Jan 2024									
Nick Simmons	Jul 2017	May 2025	Nov 2019	Dec 2019	Sept 2024		Aug 2024	Nov 2018			
Peter Adamson		Jun 2025	Feb 2024								
Rob Phillips		Nov 2021	Nov 2019				Mar 2023				
Ralph Henderson		Feb 2024									
Tracey Dyson	July 2017	Nov 2023	Nov 2019		Nov 2019		Feb 2024				
Bernard Wall	July 2017	Aug 2017									
Mark Lewis	July 2017	July 2025	Feb 2024								
Bruno Goes	Jun 2024	Jun 2024	Sept 2024								
Lucy Harmer	Jun 2024	Jun 2024			Jun 2025						
Mike Whatley	Jun 2024	Oct 2024	Dec 2024								Jan 2025
Ivor Beynon		Jan 2025									
Frankie Baker		Mar 2025	Mar 2025								
Richard Catlin	Sept 2025	Sept 2025									
Sophie Townsend (YR)	Dec 2024	Dec 2024				Feb-25					
Jackson Powell (YR)	Feb 2025	May 2025									

	Introduction to Community Engagement	Community Engagement II	Effective Grant Applications	Use of Websites, IT & Social Media	Devolution of Services/Asset Transfers	Community/ Place Planning	Well-being of Future Generations Act	Finance & Governance Toolkit	Community Asset Transfers	The Council
Module Number	8	13	17	16	19		20	24	23	1
Ben Owen-Jones										
Barrie Page	Nov 2023	Nov 2023	Feb 2024	Feb 2024						
Steve Bard	May 2018							Jun 2024		
Graham White	May 2018					Feb 2018				
Joshua Rawcliffe								Jun 2024		
Chris Hill										
Nick Simmons	May 2018		Oct 2019		June 2018	Feb 2018	May 2018		Oct 2019	
Peter Adamson	May 2018									
Rob Phillips	May 2018		Oct 2018							
Ralph Henderson										
Tracey Dyson	May 2018									
Bernard Wall	May 2018									
Mark Lewis	May 2018		Oct 2018	Mar 2024			May 2018	Sept 2024	Oct 2019	
Bruno Goes										
Lucy Harmer										
Mike Whatley										
Ivor Beynon										
Frankie Baker										
Richard Catlin										
Sophie Townsend (YR)										Feb 2025
Jackson Powell (YR)										

Date approved by Council:

Date of next review:

Under section 67(4) of the Local Government and Elections (Wales) Act 2021, there is a duty on councils to review the training plan.

The Councillor/Member training budget for the financial year 2025/26 is £1000

Appendix C
Abertillery and Llanhilleth Community Council
Staff Training Plan

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared with guidance from One Voice Wales and the Society of Local Council Clerks. This plan has been approved by Council and will be reviewed annually or, as and when a councillor or staff member requests training. (the date when the training was last completed is shown).

Training Attended	Steve Edwards (Clerk/RFO)	Erika Davies (Deputy Clerk)	Molly Jones (Deputy Clerk)
The Council		Nov 2023	Nov 2023
Code of Conduct	Jan 2017	Dec 2023	Dec 2023
Local Govt. Finance	Mar 2017	Jan 2024	Dec 2023
Understanding the Law		Nov 2023	Nov 2023
Local Govt. Finance (Advanced)	Jul 2019		
The Council Meeting		Nov 2023	Nov 2023
Introduction to Community Engagement	May 2018		
Information Management	Sept 2017	Aug 2025	Aug 2025
Making Effective Grant Applications	Feb 2018		
Use of Websites, IT & Social Media			Feb 2024
Website Accessibility		Dec 2024	
Public Access Defibrillators		June 2024	
First Aid	Sept 2023	Jan 2025	Jan 2025
Road Closures	Nov 2022		
Rialtas Accounting	Mar 2025	Mar 2025	Mar 2025
Accelerate Climate Action		Sept 2024	Sept 2024
Terrorism Awareness		Mar 2025	Apr 2024
ILCA – Intro to Local Council Admin	Mar 2017	Dec 2023	Dec 2023
FILCA – Financial Intro to Local Council Admin		Mar 2025	May 2025
Introduction to CiLCA		Jan 2025	Jan 2025
EVAC Safety Chair	Mar 2024	Mar 2024	Mar 2024

[illegible]

Under section 67(4) of the Local Government and Elections (Wales) Act 2021, there is a duty on councils to review the training plan.

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