

Martletwy Community Council Training Plan 2026

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, community councillors and staff, possess the knowledge and awareness needed for the community council to operate effectively. It is not necessary for all community 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 council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from January 2025. A further assessment of training needs will be conducted later in the financial year. 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. 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.

The council has approved the publication of this training plan. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years.

In terms of the council's initial plans for each role on the council, these are set out in the following table:

WHO	WHAT	HOW	WHEN
New Councillors	The Council - Module 1	One Voice Wales	Within 6 months of commencement
	The Councillor - Module 2	One Voice Wales	Within 6 months of commencement
	Code of Conduct - Module 9	One Voice Wales	Within 6 months of commencement
	The Council Meeting - Module 5	One Voice Wales	Within 6 months of commencement
All Councillors	All of the above	One Voice Wales	Refresh every 36 months
	Equality & Diversity - Module 14	One Voice Wales	Within 6 months of commencement - refresh every 18 months
Chair	Chairing Skills - Module 10	One Voice Wales	Within 6 months of commencement
	Managing your Staff - Module 18	One Voice Wales	Within 6 months of commencement
	The Council as an Employer	One Voice Wales	Within 6 months of commencement
	Understanding Law - Module 5	One Voice Wales	Within 6 months of commencement
Vice Chair	Chairing Skills - Module 10	One Voice Wales	Within 6 months of commencement
	Managing your Staff - Module 18	One Voice Wales	Within 6 months of commencement
	The Council as an Employer - Module 3	One Voice Wales	Within 6 months of commencement
Designated Councillor - AN	Local Government Finance - Module 6	One Voice Wales	Within 6 months of commencement - refresh every 36 months

WHO	WHAT	HOW	WHEN
	Making effective grant applications	One Voice Wales	Within 6 months of commencement - refresh every 36 months
Designated Councillor - PE	Introduction to Planning	Planning Aid Wales	Within 6 months of commencement - refresh every 36 months
	Responding to Planning Applications - Part 1	Planning Aid Wales	Within 6 months of commencement - refresh every 36 months
	Responding to Planning Applications - Part 2	Planning Aid Wales	
Designated Councillor - JC	Biodiversity Part 1 - Module 25	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Biodiversity Part 2 - Module 26	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Nature Project Management - Module 27	One Voice Wales	Within 6 months of commencement - refresh every 36 months
Designated Councillor - BC	Biodiversity Part 1 - Module 25	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Biodiversity Part 2 - Module 26	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Nature Project Management - Module 27	One Voice Wales	Within 6 months of commencement - refresh every 36 months
Clerk to the Council	The Council - Module 1	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	The Council Meeting - Module 5	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Understanding Law - Module 5	One Voice Wales	Within 6 months of commencement - refresh every 36 months
	Equality & Diversity -Module 14	One Voice Wales	Within 6 months of commencement - refresh every 36 months

WHO	WHAT	HOW	WHEN
	Making effective grant applications	One Voice Wales	Within 6 months of commencement - refresh every 36 months

Date approved by the Council:

Date of first planned review:

Individual councillor training may vary depending on the individuals skills, experience, evidence of recent previous training i.e. if the Chair is an experienced chair, however the Council must approve any exemptions, satisfying themselves that the individual's skills and experience sufficiently meet requirements.

Current councillor training

WHAT	Fre-quency	VE	LW - C	PE	JC	BC	LL	AN	Comments
The Council - Module 1	3	20/1/22	12/4/22						
The Councillor - Module 2	3	24/1/22	23/5/22			5/9/24	-		
Code of Conduct - Module 9	3	3/3/22	3/3/22	3/3/22	3/3/22		-		

WHAT	Fre- quency	VE	LW - C	PE	JC	BC	LL	AN	Comments
The Council Meeting - Module 5	3	24/2/22							
Understanding Law - Module 4	3	-	22/01/24	-	-	-	-	-	
Introduction to Community Engagement	5	-	19/4/22	-	-	-	-	-	
Equality & Diversity - Module 14	18 mths	E	E						VE - CIPD, Trained every year work, LW
Making effective grant applications	3	-	-	-	-	-	-		
Chairing Skills - Module 10	N/A	E		-	-	-	-	-	VE - Chairing Exp. New VC and Chairs to train within 2 months of taking up role
Managing your Staff - Module 18	N/A	E	E	-	-	-	-	-	VE - CIPD and line manager, LW - Cpy owner New VC and Chairs to train within 2 months of taking up role
The Council as an Employer - Module 3	3	28/6/22 - E		-	-	-	-	-	Chair & Vice Chair should be trained. VE - E - CIPD exceeds content of course
Local Government Finance - Module 6	3	21/6/22	-	-	-	-	-		
Planning - Introduction	3	28/11/22	-		-	-	-	-	
Planning - Additional	3	-	-		-	-	-	-	
Responding to Planning Applications - Part 1	3	-	2/10/23		2/10/23	-	-	-	

WHAT	Fre- quency	VE	LW - C	PE	JC	BC	LL	AN	Comments
Responding to Planning Applications - Part 2	3	-	-		-	-	-	-	
Wellbeing Future Gens/Sustainability	3	-	28/02/24	-	-	-	-	-	
IT Websites & Social Media	3	-	26/9/24	-	-	-	-	-	
Biodiversity Part 1 - Module 25	3	-	-	-			-	-	
Biodiversity Part 2 - Module 26	3	-	-	-			-	-	
Nature Project Management - Module 27	-	-	-	-			-	-	

E - Exempt

Date	Version	Approved	Review Date
31.6.23	V1	3/7/23	November 24
15.10.24	V2	Oct 24	November 25
12.1.26	V3	Jan 26	November 26