



Fishguard & Goodwick Town Council

Training Plan

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 training plan is designed to ensure that councillors and staff possess the knowledge needed for the council to operate effectively.

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. The training plan will be reviewed from time to time to keep it up to date.

Staff and experienced colleagues will be on hand to assist and guide new members but there are core areas to address by training 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

This plan is a snapshot of training requirements at the time of publication of this document and will be reviewed and updated periodically.

Town Clerk/RFO		
	The Clerk/RFO will progress through OVW training plus any other useful sources. The Clerk/RFO will also undertake the ILCA qualification.	Ongoing

One Voice Wales Modules

Module	Who	Timescale
M1 – The Council	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.
M2 – The Councillor	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.
M5 – The Council Meeting	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.
M6 – Local Government Finance	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.
M21 – Local Government Finance - Advanced	Chair of Finance Committee	Within 3 months of being elected if not already taken.
M9 – Code of Conduct	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.
M10 – Chairing Skills	Chair and Vice Chair unless already taken.	Withing 3 months of being elected.
M4 – Understanding the Law	Chair of Council and Chair of Governance Committee.	Withing 3 months of being elected if not already taken.

Further One Voice Wales Modules

M3 – The Council as an Employer	To be taken by members of the HR Committee.	Within 6 months of joining the committee.
M4 – Understanding the Law	Recommended for members of the Governance Committee.	
M7 – Health & Safety	Recommended for Events Committee members.	
M8 – Introduction to Community Engagement	Recommended for all Councillors.	
M10 – Chairing Skills	Recommended for anyone considering of putting themselves forward as Chair of a committee.	
M11 – Community Emergency Planning	Anyone interested.	
M12 – Creating a Community Plan	Anyone interested.	
M13 – Community Engagement Part 2	Anyone interested.	
M14 – Equality & Diversity	Anyone interested.	
M15 – Information Management	Anyone interested.	
M16 – Use of IT, Websites and Social Media	Anyone approved by Council to update website and social media if not already taken	Within 3 months of being approved.
M17 – Making Effective Grant Applications	Anyone interested.	

M18 – Managing Your Staff	All members of HR Committee.	Within 6 months of joining the Committee.
M19 – Devolution of Services/Asset Transfer.	Recommended for anyone involved in a project requiring Asset Transfer	
M20 – Wellbeing of Future Generations Act 2015/Sustainability	Anyone interested.	
M21 – Local Government Finance Advanced.	Recommended for members of Finance Committee.	
M22 – Understanding Mediation	Recommended for members of HR Committee.	
M23 – Successfully taking on a Community Asset Transfer.	Recommended for anyone involved in a project requiring Asset Transfer	