



# HAVERFORDWEST TOWN COUNCIL

## TRAINING PLAN

**Note to Councillors:** The table in this plan has been updated from the original in May 2022. It reflects the minimum modules Councillors have been asked to undertake, and includes a RAG system to identify further training which may be undertaken to enhance a councillor's role, or possibly be of interest to their work in the community. It also now includes our maintenance staff.

Adopted by Council: 15<sup>th</sup> May 2025

Town Clerk

## 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 purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all 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 May 2022. The council has a dedicated team of experienced and qualified staff. Consequently, the council is confident that staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle in and have become fully accustomed with their roles and responsibilities. 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, for example, such as those offered by the General Power of Competence. In which case it may be decided there are new skills for councillors and staff to attain going forward from the re-publication of this training plan.

The council has approved the publication of this training plan having identified its initial requirements to take the council forward following the local government ordinary elections on 5 May 2022. The plan is a updated snapshot of the training requirements at the current point in time and will be revisited and updated periodically over the next two years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the council's training plans these are set out in the following table. A Red/Amber/Green (RAG) format has been applied to highlight training 1) which Councillors are requested to undertake as a minimum (as previously approved by Council), 2) which is recommended perhaps due to their committee involvement, and 3) which may be down to individual interest and which might support their role in the community.

Town Clerk/RFO		Timescale	Progress
	The Clerk/RFO will progress through OVW training plus any other useful sources. The Clerk/RFO will also undertake the ILCA & CILCA qualification.	Ongoing	ILCA training part-completed  OVW: M4, M6, M18, M19, M21 Induction from Clerk's perspective (2 part)

Deputy Town Clerk		Timescale	Progress
	The Deputy Clerk will progress through OVW training plus any other useful sources ie Scribe Accounting Training They will also look to undertake the ILCA & CILCA qualification in due course. Possibly complete FILCA in first instance.	Ongoing	OVW: M4, M6, M21  Various Scribe Finance Tutorials  Induction from Clerk's perspective (2 part)

Councillor Induction		Timescale	Progress
<p data-bbox="108 943 437 1032">Induction pack and one-to-one advice/support delivered by Clerk.</p> <p data-bbox="108 1070 437 1200"><b>Note: OVW New Councillor Induction is only available at Election Time and through Bespoke Sessions.</b></p>	<p data-bbox="459 943 805 1256">Basic induction providing an overview and understanding of how the Council operates. A member information pack will be issued to all new Councillors to support the induction program incorporating the following:</p> <ul data-bbox="459 1279 805 1827" style="list-style-type: none"> <li>-Financial regulations.</li> <li>-Standing orders.</li> <li>-Good Councillor's guide.</li> <li>-Schedule of code of conduct.</li> <li>-OVW online module training pack</li> <li>-Declaration of acceptance of office</li> <li>- Councillor personal information sheet</li> <li>- Register of members interest form.</li> </ul>	Ongoing	<p data-bbox="1169 943 1490 1043">Introducing more formal induction arrangement on publication of plan.</p> <p data-bbox="1169 1081 1476 1223">Councillors who have attended Unitary Council (PCC) or OVW induction training:</p> <p data-bbox="1169 1261 1230 1294"><b>5/15</b></p>

One Voice Wales Modules (**Red** - Minimum training, **Amber** – Recommended, **Green** – If Interested)

Module	Who	Timescale	Progress
<b>All Councillors</b>	Training is generally recommended for all members who have not completed modules on appointment minus those who have self-assessed as not required (but consider may need refresher) and those who have not already attended	Within 6 months of publication of plan.	Progress below includes existing Councillors who have taken modules since their election/co-option as at May 2025. It therefore does not include councillors who have stepped down from Council since 2022.
M1 – The Council	<b>Recommended for all members who have not completed on appointment minus those who have self-assessed as not required (but consider may need refresher) and those who have not already attended</b>	Within 6 months of publication of plan.	
M2 – The Councillor	<b>Recommended for all members who have not completed on appointment minus those who have self-assessed as not required (but consider may need refresher) and those who have not already attended</b>	Within 6 months of publication of plan.	<b>2/15</b>
M3 – The Council as an Employer	<b>Recommended for all members who have not completed on appointment minus those who have self-assessed as not required (but consider may need refresher) and those who have not already attended</b>	Within 6 months of publication of plan.	<b>1/15</b>
M4 – Understanding the Law	<b>All Councillors who have not taken the module at time of publication of the plan. Due to changes in law this module relevant to all Councillors.</b>	Within 6 months of publication of plan.	<b>3/15</b>
M5 – The Council Meeting	<b>Recommended for all members who have not completed on appointment minus those who have self-assessed as not required (but consider</b>	Within 6 months of publication of plan.	<b>2/15</b>

	<b>may need refresher) and those who have not already attended</b>		
M6 – Local Government Finance	All Councillors and if on PPF Committee who have not taken the module at time of publication of the plan. Due to changes in law this is relevant to all Councillors.	Within 6 months of publication of plan.	<b>2/15</b>
M7 – Health and Safety	Anyone interested who perhaps has not attended this training previously.	Ongoing	<b>2/15</b>
M8 – Intro to Community Engagement	Anyone interested.	Ongoing	<b>1/15</b>
M9 – Code of Conduct	All Councillors who have not taken the module at time of publication of the plan. Including as refresher.		<b>8/15</b>
M10 - Chairing Skills	<b>Recommended for anyone who Chairs a meeting or is considering of putting themselves forward as Chair of a committee.</b>	Ongoing	<b>5/15</b>
M11 – Community Emergency Planning	N/A	Currently unavailable	
M12 – Creating a Community Plan	Anyone interested.	Ongoing	
M13 – Community Engagement Part II (Tools & Techniques)	Anyone interested.	Ongoing	<b>1/15</b>
M14 – Equality and Diversity	Anyone interested and who has perhaps not attended this training previously.	Ongoing	
M15 – Information Management	Anyone interested.	Ongoing	
M16 – Use of IT, Websites & Social Media	Anyone interested	Ongoing	<b>1/15</b>
M17 – Making Effective Grant Applications	Anyone interested.	Ongoing	<b>1/15</b>
M18 – Effective Staff Management	<b>Recommended for Members of Staffing Committee</b>	Ongoing	<b>1/15</b>

M19 – Devolution of Services/Community Asset Transfer	<b>Recommended for anyone involved in a project requiring Asset Transfer</b>	Ongoing	
M20 – Wellbeing of Future Generations Act 2015/Sustainability	<b>Recommend all Councillors who have not taken the module at time of publication of the plan.</b>	Ongoing	
M21 – Understanding Local Government Finance - Advanced	<b>All Councillors (and if on PPF Committee) who have not taken the module at time of publication of the plan. Due to periodic changes in law / processes this is relevant to all Councillors.</b>	Within 6 months of publication of plan.	<b>1/15</b>
M22– Understanding Mediation	N/A	<b>Not available remotely unless on bespoke basis</b>	
M23 – Community Asset Transfer	<b>Recommended for anyone involved in a project requiring Asset Transfer</b>	Ongoing	
M24 – Finance and Governance Toolkit	<b>Anyone interested.</b>	Ongoing	
M25 – Biodiversity Basics – Part I	<b>Anyone interested.</b>	Ongoing	
M26 – Biodiversity Part 2	<b>Anyone interested.</b>	Ongoing	
M27 – Nature Project Management	<b>Anyone interested.</b>	Ongoing	

Maintenance Staff		Timescale	Progress
Facilities Manager	<p>To ensure maintain highest standards of professionalism and safety, training is arranged with accredited providers. This includes regular refresher training, updates on new equipment, techniques, and health and safety regulations. Aim to ensure outdoor team remains competent, complaint and equipped to meet evolving operational demands</p>	Ongoing	<p>City &amp; Guilds Level 2 Principles of Safe Handling and Application of Pesticides (2021) - 3 Year</p> <p>QNUK Level 3 Award in Emergency First Aid &amp; Work +F (RQF)(2024) – 5 Year</p> <p>PCC E-Learning Anti-Bribery (2024)</p> <p>PCC E-Learning Safer Manual handling (2024)</p> <p>PMR – Mower Course (2024) PMR – Brushcutters Update (2024)</p>
Groundsman		Ongoing	<p>NPTC Cert of Competence in Safe Use of Pesticides 2002</p> <p>Lantra Awards – Brushcutters/Trimmer 2001</p> <p>PMR – Mower Course (2024) PMR – Brushcutters Update (2024)</p>