

Rhayader Town Council Training and Development 2025-2026

Introduction

The Local Government and Elections (Wales) Act 2021 requires Community Councils to publish a Training Plan. A Training Plan was first adopted in October 2022.

Rhayader Town Council is committed to providing a level of training for both its Councillors and employees to ensure they have the skills and knowledge to undertake their respective roles effectively and has allocated a budget to support this.

2024-2025 Training Review

The Councillor Induction programme was updated by the Clerk. In addition to statutory requirements it now includes a wider range of information to develop a broader understanding of local and national topics to help new Councillors undertake their role effectively.

Training and development has been delivered in a number of ways; Information and guidance has been provided on an ongoing basis to ensure Councillors and employees are kept up to date on relevant legislation and to refresh skills and knowledge. A number of Councillors have undertaken specific training modules in addition to the subjects covered by all Councillors as specified below.

Specific training and development undertaken over the last year:

Training or development delivered to all Councillors 2024-2025	
<ul style="list-style-type: none">• Code Conduct at Annual Meeting May 2024• Good Councillors Guide June 2024• Budgeting and Precept Setting December 2024• Understanding local Policing Issues; Guest speaker, PCSO June 2024• Understanding local Emergency Care; Guest speaker St John Ambulance August 2024• Understanding Local Authority Financial Challenges; “Sustainable Powys” presentation April 2024• Understanding the Local Authority Waste and Recycling Strategy; Guest speaker Powys CC Waste and recycling services February 2025• Understanding Community Interest Company Structures; Guest speaker PAVO March 2025• One Voice Wales Practice Development Notes 1-9 as published	

Additional training undertaken by Councillors	
Councillor	Subject
CLlr Clare Evans	Code of Conduct Understanding Section 106 Planning Obligations
CLlr Christian Walton	Code of Conduct
CLlr Angela Davies	Code of Conduct
CLlr Rhys Thomas	Code of Conduct
CLlr James Stuart	Code of Conduct
CLlr David Evans	Code of Conduct IT: Websites and Social Media; One Voice Wales
CLlr David Lloyd	Code of Conduct
CLlr Clive Hamer	Code of Conduct
CLlr Paul Roberts	Induction Training Code of Conduct
CLlr Owain Harries	Induction Training Code of Conduct New Councillor Induction; One Voice Wales The Councillor Module One; One Voice Wales The Councillor Module Two; One Voice Wales
CLlr Julie Davies	Induction Training Code of Conduct
CLlr Hannah Hill	Induction Training Code of Conduct

Cllr Rachel Smalley	Induction Training Code of Conduct Understanding the Planning System; Planning Aid Wales
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Training and development undertaken by the Clerk during the year 2024-2025
<ul style="list-style-type: none"> • ILCA completed in August 2024 • FILCA completed in July 2024 • Duties under Section 6 Environment (Wales) Act 2016, One Voice Wales Webinar • Funding for Community Projects, PACE Webinar • IT: Websites and Social Media; One Voice Wales Webinar • Financial Reporting; Scribe Webinar • OVW Practice Development Notes 1-9
Training and development undertaken by the RFO during the year 2024-2025
<ul style="list-style-type: none"> • Induction April 2024 • Local Government Finance; One Voice Wales • Advanced Local Government Finance; One Voice Wales • Introduction to Scribe, Scribe Webinar • Data entry & bank records, Scribe Webinar • Stepping Into Local Gov Finance: Accounting Basics for Clerks and RFOs, Scribe Webinar • New payroll year, HMRC Webinar • OVW Practice Development Notes 1-9

Training Plan for 2025-2026

The Clerk will seek opportunities for Continuing Professional Development (CPD) for all Councillors and employees over the coming year. This will take the form of both formal training courses and "informal" opportunities to develop individuals understanding, skills and knowledge. Councillors are also encouraged to help identify and share possible training and development opportunities.

The overall aims of the training are:

- To understand the Statutory obligations of the Council
- Ensure the effective delivery of Council Services
- Ensure the effective management of council finances
- To develop a broad range of skills and knowledge throughout the Council
- Encourage individuals to attend specific course that will benefit the whole council

This will be incorporated into the updated training plan and will be supported through the allocation of a specific training budget.

Requirement	Information Source	When
Induction Training	Presented by the Clerk to all new Councillors	As required
Code of Conduct: Understand the ethical framework governing the role of the Councillor	Information shared at Annual Meeting Information presented to new Councillors during their induction	Annual Meeting During Induction
The Council: Understand the role of the Councillor and the powers and responsibilities of the Council.	Use of the Good Councillors Guide and information from OVW Information presented to new Councillors during their induction	During Induction and Annual update during the year
The Council: Understand the services delivered and governing law, policies and procedures that guide the work of the Council	Use of the Good Councillors Guide Council Policies and Procedures Finance Regulations Standing Orders Information presented to new Councillors during their induction	During Induction and Annual update during the year

Finance, Budgeting and Precept: Understand financial legislation Understand how to set an annual budget, understand funding sources and implications for the Precept Setting and agreeing a Precept	Finance Regulations Presentation of budget and precept setting processes by the Clerk to explain the principals Annual Budget setting by RFO Annual Precept setting by RFO	Nov/Dec
Understanding and Managing Risk: Can identify and mitigate against potential risks	Finance and Business Risk Assessments Site and Activity Risk Assessments	Annual Meeting Ongoing throughout the year
Health and Safety: Understand Health and Safety legislation requirements. Understand how to assess and mitigate against risk	Input into the update of the Health and Safety Policy Completion of Site and Activity Risk Assessments	Annual review and ongoing throughout the year
Understanding the planning system: Able to assess planning applications effectively	Powys CC planning guideline documents Local Development Plan One Voice Wales guide to Section 6 planning considerations	Annual review and ongoing throughout the year
Environment: Understanding Council duties under Section 6 of the Environment (Wales) Act 2016	Input into the update of the Biodiversity Plan One Voice Wales Section 6 guidelines	Annual review and ongoing throughout the year

Training and development of the Clerk and RFO
CPD through attending Webinars, training courses and membership of professional bodies including the Society for Local Council Clerks (SLCC) Utilising information and relevant courses from One Voice Wales Utilising training provided by Scribe and HMRC

Training Plan Adopted May 2025

Signed: Chair

Date: