



MONMOUTH TOWN COUNCIL TRAINING PLAN PROGRAMMING AND ESTIMATED COST OF TRAINING

Date approved by Council 24th October 2022

Date of Review 12th June 2025

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 based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

Courses to be completed	Role to which they relate	2022/23 Est Cost and No. of Courses	2023/24 Est Cost and No. of Courses	2024/25 Est Cost and No. of courses	2025/26 Est Cost and No. of courses	2026/27 Est Cost and No. of courses	Comments
Introduction to Monmouth Town Council (IN HOUSE)	Councillors	19	15	4	1	0	This is an in-house training course given by the Proper Officers that introduces new Cllrs to MTC, its assets



							and functions. There is no cost for this training other than staff time.
Module 3: The Council as an Employer (One Voice Wales)		7 £245	1 £35	1 £35	1 £35	1 £35	This course would benefit members of the Staffing Sub-Committee who may have an understanding of managing staff but not within the public sector. Consideration has been given to include training for any potential new councillors or staff that may join the Council in the future.
Module 6: Local Government Finance (One Voice Wales)	Councillors/ Support Staff	21 £735	10 £350	5 £175	1 £35	1 £35	All Councillors should attend one session of Local Government Finance to support their understanding of budget setting and auditing. Consideration has been given to include training for any potential new councillors or staff that may join the Council in the future.
Module 8: Introduction to Community Engagement	Councillors and Staff	0	22 £770	1 £35	1 £35	1 £35	This course would benefit all staff and Councillors to ensure that there is a complete understanding of how good community engagement can assist and support the Council with their decision making. Consideration has been given to include training for any potential new



							councillors or staff that may join the Council in the future.
Module 9: Code of Conduct (One Voice Wales)	Councillors	19 £665	10 £350	5 £175	1 £35	1 £35	All Councillors should attend one session of Code of Conduct training. Consideration has been given to include training for any potential new councillors that may join the Council in the future.
Module 10: Chairing Skills (One Voice Wales)	Councillors	19 £665	10 £350	5 £175	1 £35	1 £35	All Councillors should The Chairing Skills course to guide and support their understanding on how a meeting should be run by the Chair. Consideration has been given to include training for any potential new councillors that may join the Council in the future.
Module 15: Information Management (One Voice Wales)	Councillors and Staff	0	22 £770	1 £35	1 £35	1 £35	All staff and Councillors should attend this course to further understand the requirements under data protection law including Freedom of Information requests, particularly as all Councillors and staff deal with members of the public. Consideration has been given to include training for any potential new councillors or staff that may join the Council in the future.



Module 20: Wellbeing of Future Generations Act 2015/ Sustainability (One Voice Wales)	Councillors and Staff	0	22 £770	1 £35	1 £35	1 £35	All staff and Councillors should attend this course to help guide any strategy planning and decision making. This would also support the need to consider the nature emergencies as part of the decision making process. Consideration has been given to include training for any potential new councillors or staff that may join the Council in the future.
Module 21: Understanding Local Government Finance- Advanced (One Voice Wales)	Councillors/ Support Staff	0	5 £175	5 £175	5 £175	5 £175	This training course would be beneficial once Councillors have established a fuller understanding Council's finance management. The plan provides training for Chairs of each committee plus a member of staff or Councillor who is interested in attending.
Introduction to Planning (Planning Aid Wales)	Councillors/ Support Staff	21 £617.93	8 £320	2 £80	1 £40	0	This is a bespoke training course that is open to all Councillors and Staff. This is essential training for anyone on the Planning Committee.
Responding to Planning Applications (Planning Aid Wales)	Councillors/ Support Staff	10 £350	8 £320	1 £35	1 £35	1 £35	This would benefit members of the Planning Committee plus Support Staff for the committee to better understand



							how to respond to applications and improve the understanding of recommendations made to the local authority.
ILCA (SLCC)	Support Staff	0	1 £120	1 £120	0	0	This would benefit support staff to gain a fuller understanding of council, function of councillors and roles and responsibilities of proper officers.
FiLCA (SLCC)	RFO and Support Staff	0	0	1 £120	1 £120	0	This would benefit the RFO and RFO Support Officer to further their understanding of council finances and procedures.
CiLCA (SLCC)	Town Clerk	0	0	0	1 £660	0	This should be completed by the Town Clerk. Completion of the course will qualify the Town Clerk and advance their knowledge on legal aspects, compliancy and support decision making for the Council.