



NARBERTH TOWN COUNCIL
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Member and Staff Training Plan 2026–27

Document Control	Details
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Approved By	Full Council
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Minute Reference	To be completed following adoption
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Replacement	No later than three months after the May 2027 ordinary election
Related Policy	Training and Development Policy (NTC–POL–TRAINING–2026–01)
Classification	Public Governance Document

A statutory, role-based plan for effective governance and professional development

Purpose - To ensure that the Council collectively has the knowledge, skills and awareness needed to govern lawfully, make sound decisions, support its staff and deliver effective services to Narberth.

1. Statutory basis and status

Section 67 of the Local Government and Elections (Wales) Act 2021 requires the Council to make and publish a plan setting out its proposals for training councillors and staff. Full Council must determine the content and review the plan; those functions cannot be delegated. A replacement plan is required within three months after each ordinary election, and any revised or replacement plan must be published.

Welsh Government guidance says that the plan should address the Council's collective capability and, as a minimum, specify the type of training, numbers participating, timeframe and overall cost. It identifies three subjects in which every council should maintain sufficient knowledge: basic councillor induction, the Code of Conduct, and financial management and governance.

This plan replaces the Council's November 2022 plan once adopted. It is a corporate governance plan, not a disciplinary code, and it does not alter any councillor's statutory right to attend or vote. It establishes the Council's agreed standards, the support it will provide, and the evidence it will maintain.

2. Evidence base and current position

The plan has been informed by the Welsh Government statutory guidance, the current One Voice Wales training programme, the joint One Voice Wales/SLCC Finance & Governance Toolkit, the SLCC qualification pathway for officers, the Council's committee responsibilities and the governance risks arising from its present range of work.

Four councillors joined during the current Council term and received local induction. Council records also show a mixture of OVW bookings, invoices, certificates and principal-council training. The complete attendance record is being reconciled with One Voice Wales. Until that exercise is complete, an unverified entry will be recorded as "verification pending"; no individual will be treated as having declined or failed to complete training merely because historic evidence is incomplete.

Initial audit following adoption

- Within 20 working days, the Clerk will issue each councillor and member of staff with the training record held for their role and invite corrections or certificates.
- The Council will record completed, booked and outstanding training against the standards in this plan.
- A Council-wide skills self-assessment will be undertaken by 31 October 2026, using a simple four-point scale: awareness; working knowledge; competent; able to support others.
- The resulting priorities will be reported to Full Council in aggregate and used to schedule the remaining 2026–27 provision. Full Council will determine and approve any resulting material revision to this plan, and the revised plan will be republished.

3. Training standards

Standard	Who it applies to	Council expectation
Essential core	Every councillor	Local induction, Code of Conduct and a sound understanding of the Council, the councillor's role, meetings and basic finance. New members should complete the identified core programme within six months of taking office.
Role-specific	Current and prospective Mayor, Deputy Mayor, chairs and vice-chairs; members exercising specialist responsibilities	Relevant training should be completed before appointment where practicable, or within six months afterwards.
Collective capability	A sufficient number of councillors across the Council	The Council will maintain adequate depth in law, finance, employment, planning, community engagement, biodiversity, information governance and health and safety.

Standard	Who it applies to	Council expectation
Professional and operational	Clerk/RFO and any other staff	Training will be related to the job description, appraisal, statutory duties, operational risk and the Council's future plans, with suitable paid time and workload support.

Core learning pathway for a new councillor

- Local Council induction and induction pack, including Standing Orders, Financial Regulations, committee arrangements, member/officer roles, interests, information security and key policies.
- OVW New Councillor Induction.
- OVW Module 1 – The Council.
- OVW Module 2 – The Councillor.
- OVW Module 5 – The Council Meeting.
- OVW Module 9 – Code of Conduct.
- Basic finance and governance awareness, delivered through OVW Module 6, Module 24, or an equivalent approved briefing.

Equivalent external or prior learning may satisfy all or part of a training requirement, but only where its content, relevance and completion are evidenced by a certificate, provider record or other reasonable evidence. Until suitable evidence is received, it will not be recorded as completed.

4. Councillor training programme, 2026–27

Numbers below are planned maxima or target cohorts for the remainder of the Council term. Final bookings will follow the evidence audit so that public money is not spent repeating current training without reason.

4.1 Essential and governance priorities

Training / purpose	Cohort and number	Target date	Delivery and funding
Local induction and governance pack – Council arrangements, roles, key policies and practical systems.	Every new member; provision for up to 2 during the plan period	Within 20 working days of taking office	Clerk-led; no course fee.
Code of Conduct – Nolan principles, interests, predetermination and ethical decision-making.	All 12 records audited; training for any without current evidence (provision for up to 9)	By 31 March 2027; new members within 6 months	PCC Monitoring Officer and/or OVW Module 9. Use 2 OVW free places first.
New Councillor Induction / The Council / The Councillor – corporate body, respective roles and representing the community.	Up to 4 recent members where the audit confirms a gap	By 31 January 2027	OVW induction and Modules 1–2; paid places as required.

Training / purpose	Cohort and number	Target date	Delivery and funding
Council Meeting and Standing Orders – agendas, resolutions, conduct, procedure and records.	Mayor, Deputy and committee leadership cohort; up to 6	By 31 January 2027	OVW Module 5 and an annual in-house briefing.
Understanding the Law – powers, duties, delegation, equality, Welsh language and information law.	At least 4 members across committees	By 31 March 2027	OVW Module 4; use 2 free places first.
Finance and governance – budgets, precept, controls, audit, powers, risk and members’ oversight role.	F&GP members and leadership cohort; target 5	Before 2027–28 budget approval / by 31 January 2027	OVW Modules 6, 21 and/or 24; up to 6 free places across these modules.
Chairing skills – lawful, fair and effective management of meetings, including disorder and public participation.	Current role-holders and members intending to seek appointment as Mayor, Deputy Mayor, chair or vice-chair; up to 6	Current role-holders without evidenced completion during the 12 months preceding adoption: within 2 calendar months of adoption. Prospective role-holders: before appointment where practicable; otherwise within 6 months.	OVW Module 10 or equivalent approved training; use 2 free places first.
Council as employer / managing staff – corporate employer role, appraisal, dignity at work, grievance and lawful employment practice.	F&GP and any staffing/appraisal panel; target 4	Before participating in staffing decisions, or by 31 January 2027	OVW Modules 3 and 18; up to 4 free places.

4.2 Committee and specialist capability

Area	Cohort and number	Target date	Approved provision
Planning and place-shaping	P,H&D Committee; target 5	By 31 March 2027	Planning Aid Wales/PCC planning training; local development plan and material considerations briefing.
Community engagement, consultation and grants	CET Committee; target 5	Before leading a public consultation or grant-funded project	OVW Modules 8, 13 and 17; in-house briefing on scope, evidence, grants, procurement and delegation.
Biodiversity and environmental duties	ASE/SACS Committee; target 4	By 31 March 2027	OVW Modules 25–27; up to 4 free places on Modules 25–26.

Area	Cohort and number	Target date	Approved provision
Information management, digital conduct and cyber awareness	At least 2 members plus relevant staff	By 31 March 2027; annual cyber refresher	OVW Modules 15–16; ICO/NCSC learning and Council briefing.
Equality, accessibility and Welsh language	At least 2 members plus relevant staff	By 31 March 2027	OVW Module 14 or equivalent provider briefing.
Health, safety, assets and event risk	At least 2 members plus relevant staff	Before taking responsibility for events/assets; annual review	OVW Module 7; Council risk assessments and specialist instruction. Use 2 free places.

5. Staff development programme

Staff development will be considered through annual appraisal and whenever duties, legislation, systems or services change. The Council will provide reasonable paid time, resources and workload relief for approved learning and qualifications, consistent with the joint OVW/SLCC Toolkit.

Priority	Participants	Timeframe	Provision / outcome
Professional qualification pathway	Clerk/RFO role (1)	FiLCA by 31 December 2026; commence CiLCA pathway during 2026–27	SLCC FiLCA; CiLCA registration and Wales portfolio training, subject to course availability and an achievable workload plan.
Core governance and law CPD	Relevant staff (currently 1)	Ongoing; review quarterly	Legislative updates, meeting law, audit, financial regulations, information law and sector briefings.
Advanced finance and procurement	RFO role (1)	By 31 March 2027 and ongoing	Advanced local government finance, internal controls, grants, procurement and Sell2Wales development.
Employment and people management	Relevant staff (currently 1)	By 31 March 2027 / as required	Employment law, appraisal, dignity at work, sickness, health and safety and managing member/officer boundaries.
Digital, information and communications	Relevant staff (currently 1)	Annual refresh and as systems change	Data protection, FOI, records, cyber security, accessibility, website and hybrid-meeting competence.
Operational induction	Any new employee	Within 20 working days of starting	Role, policies, systems, health and safety, information handling, equality and required specialist certificates.

6. Budget and value for money

The approved 2026–27 training budget is £1,650. The Council will use free places and bursaries before paid places where this does not delay priority learning. Bookings will be made within the adopted plan, approved budget and Financial Regulations.

Provision	2026–27 planning assumption	Estimated gross cost
SLCC FiLCA	£140 plus VAT	£168
SLCC CiLCA registration	Current published registration fee; non-vatable	£495
SLCC Wales CiLCA portfolio training	Member rate £350 plus VAT	£420
OVW member training	Provision for 12 paid places at the current £44 rate, in addition to free provision	£528
Forecast training expenditure	Gross forecast; recoverable VAT and bursaries may reduce the net cost	£1,611
Contingency / budget headroom	Held for price movement or one additional low-cost place	£39
Total approved budget provision	Overall maximum available for the 2026–27 Training Plan	£1,650

Free and subsidised provision available in 2026–27

- The Welsh Government/OVW free-place scheme permits up to two places on each of 11 specified modules: Employer, Basic Finance, Advanced Finance, Understanding the Law, Code of Conduct, Finance & Governance Toolkit, Health & Safety, Chaining Skills, Effective Staff Management and Biodiversity Parts 1 and 2. This represents up to 22 free places if relevant dates and delegates are available.
- The OVW councillor-training bursary may meet 50% of training costs up to £100 for councils with annual budgeted income of £100,000 or less, subject to eligibility, available funds and application by 28 February 2027.
- SLCC/Welsh Government officer bursaries will be applied for where the Clerk and proposed learning meet the published criteria.
- Training delivered by the Monitoring Officer, principal council, Planning Aid Wales, ICO, NCSC, other public bodies or in-house may be used where it is competent, proportionate and evidenced.

Budget control The £1,611 forecast plus £39 contingency gives a total approved provision of £1,650. This is a maximum allocation, not an instruction to spend regardless of need. The evidence audit determines bookings. Any material variation beyond the approved budget returns to Council.

7. Booking, records and accountability

7.1 Booking and support

- The Clerk will circulate suitable dates and make bookings for approved training. Councillors should respond within 14 calendar days, selecting a date or explaining that none offered is practicable.
- A friendly reminder will be sent after the response date. If no selection is made after a further 14 days, the record will show “no response following reminder”.
- Reasonable adjustments, accessible materials and alternative dates or formats will be sought where required.
- Members must notify the Clerk promptly if unable to attend so that a place can be cancelled or transferred where the provider permits.

7.2 Training and competency register

The Clerk will maintain an internal register using the following factual statuses:

Status	Meaning
Completed	Attendance or qualification evidenced by provider record, certificate or reliable Council record.
Booked	Provider has confirmed the place; attendance not yet verified.
Offered – awaiting selection	Relevant dates have been supplied and the member/staff member has not yet selected.
Prior completion – evidence requested	The individual reports equivalent prior learning; evidence or provider confirmation is awaited.
Verification pending	Historic Council records are incomplete and are being reconciled with the provider.
Declined	The individual has expressly declined the identified training.
No response following reminder	The offer and one reminder were issued without a response.

The published plan and public progress reports will normally use aggregate numbers and will not name individuals without consent. Individual records may be used internally for lawful governance, appointment, employment, audit or regulatory purposes.

7.3 Reporting and review

- A quarterly report to Full Council will show, by cohort, the number completed, booked and outstanding; expenditure and commitments; barriers; and any proposed change in priority.
- Full Council will review this plan in March 2027. It will also review sooner after a new councillor or employee joins, a material service or asset is taken on, significant legislation changes, or a governance/audit finding reveals a capability gap.

- A new plan will be made and published no later than three months after the May 2027 ordinary election.

8. Responsibility and proportionate consequences

Role	Responsibility
Full Council	Approve, resource, review and publish the plan; consider aggregate progress; determine any change in standards or priorities.
Mayor/Chair	Promote participation, reinforce Council expectations and ensure role-holders have appropriate support.
Clerk/RFO	Administer the plan; arrange courses; maintain evidence; manage the budget; report factually; advise on emerging needs.
Committee chairs	Identify specialist needs, model completion of role-specific learning and ensure committee work remains within remit and delegation.
Councillors and staff	Engage with the audit, attend agreed learning, apply it in practice and provide evidence of external or prior completion.

The Council cannot use this plan to suspend an elected councillor, remove statutory voting rights or replace the Code of Conduct process. However, Full Council may properly take relevant training, competence and willingness to develop into account when making discretionary appointments to chairs, vice-chairs, committees, working groups, staffing panels or external bodies, provided it acts consistently and for a proper governance purpose.

Where conduct rather than knowledge is the issue, it will be addressed under the appropriate Standing Orders, member/officer arrangements, local resolution procedure or Code of Conduct route. Completion of training does not displace the duty to follow the law, adopted procedures and lawful Council decisions.

9. Measures of success by March 2027

- 100% of current member and staff records checked and assigned an evidence-based status.
- Every new councillor receives local induction within 20 working days and completes the agreed core pathway within six months, subject to provider availability.
- Within two calendar months of adoption, every current Mayor, Deputy Mayor, chair and vice-chair has either evidenced completion of OVW Module 10 – Charing Skills, or equivalent approved training, during the 12 months preceding adoption, or completed that training after adoption.
- F&GP and staffing decision-makers have appropriate finance and employer knowledge represented within the cohort.
- Each standing committee has at least two members with evidenced or booked role-specific learning relevant to its remit.
- Quarterly progress and expenditure reports have been considered by Full Council.
- The Clerk/RFO's FiLCA/CiLCA pathway is supported by an agreed timetable, budget and workload arrangements.

Appendix A – Adoption and publication checklist

1. Full Council determines and approves the content of the plan.
2. Adoption date and minute reference are inserted on the front page.
3. The approved plan is published electronically on the Council website.
4. The Clerk is authorised to arrange identified training within the approved budget, subject to Financial Regulations.
5. The OVW free-place application is submitted with priority delegates and dates.
6. Individual baseline records are circulated within 20 working days.
7. Quarterly reporting dates and the March 2027 review are added to the Council work programme.

Appendix B – Principal sources

- [Local Government and Elections \(Wales\) Act 2021, section 67](#)
- [Welsh Government – Community and Town Councils statutory guidance \(Chapter 5\)](#)
- [One Voice Wales – current training module overviews](#)
- [One Voice Wales – current training fees and booking information](#)
- [One Voice Wales / SLCC – Finance & Governance Toolkit for Community and Town Councils](#)
- [SLCC – Financial Introduction to Local Council Administration \(FiLCA\)](#)
- [SLCC – Certificate in Local Council Administration \(CiLCA\)](#)
- [Welsh Government – The Good Councillor’s Guide 2022](#)

Source note: Fees, bursaries and course availability were checked on 13 August 2026 and should be rechecked at the point of booking.