

**LLANTWIT FARDRE COMMUNITY COUNCIL  
CYNGOR CYMUNED LLANILLTUD FAERDREF**



**TRAINING PLAN**

**Date approved by Council –**

*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.

ROLE	TRAINING TO BE ARRANGED IN 2023/24	TRAINING TO BE ARRANGED IN 2024/25	TRAINING TO BE ARRANGED IN 2025/26	TRAINING TO BE ARRANGED IN 2026/27
Clerk	<ul style="list-style-type: none"> <li>ILCA</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessments</li> <li>Module 6 – Local Government Finance (One Voice Wales)</li> <li>Module 21 – Understanding Local Government Finance Advanced (One Voice Wales)</li> <li>Module 18 One Voice Wales (Managing Staff)</li> </ul>	<p>CILCA</p> <p>Attendance at sector specific local council conferences and training seminars throughout the financial year.</p> <p>Module 3 – The Council as an Employer</p>	<p>Attendance at sector specific local council conferences and training seminars throughout the financial year.</p>
General Service Manger		<ul style="list-style-type: none"> <li>Risk Assessments</li> <li>ILCA</li> <li>Asset Register (Rialtas)</li> <li>Operational Inspections of Children's Playgrounds</li> </ul>	<p>Biodiversity training, conferences throughout the year.</p> <p>NEBOSH -Training or equivalent</p>	<ul style="list-style-type: none"> <li>Module 6 – Local Government Finance (One Voice Wales)</li> </ul>

			Module 7 (One Voice Wales) Health & safety Managing Staff Module 18 (One Voice Wales)	
Manual Operatives x 2	•	<ul style="list-style-type: none"> <li>Operational Inspections of Children's Playgrounds (RPII) (expires April, 2024)</li> <li>Ride On Mowers (Mounted &amp; Rotary) – Lantra Awards</li> </ul>	<ul style="list-style-type: none"> <li>Abrasive Wheel Course</li> <li>Module 7 - Health &amp; Safety (One Voice Wales)</li> <li>Brushcutters/Trimmers (Strimmers) – Lantra (land based and environmental training) Awards</li> <li>Manual Handling</li> <li>First Aid</li> </ul>	<ul style="list-style-type: none"> <li>PASMA (Scaffolding Tower)</li> <li>Chain Saw Training</li> <li>PA1 &amp; PA6/AW Weedkilling Course</li> <li>Refresher on ride on mower</li> </ul>
Caretaker	<ul style="list-style-type: none"> <li>Manual Handling</li> <li>Module 7 - Health &amp; Safety (One Voice Wales)</li> <li>COSHH (Control of Substances)</li> </ul>		First Aid Course	

	Hazardous to Health)			
Chairs of Council and Committees				
Chair of Council	<ul style="list-style-type: none"> <li>Module 5 - The Council Meeting (One Voice Wales)</li> </ul>	Chair Training (One Voice Wales) Module 10	Chair Training (One Voice Wales) Module 10	
Vice-Chair of Council	<ul style="list-style-type: none"> <li>Module 5 – The Council Meeting (One Voice Wales)</li> </ul>	Chair Training (One Voice Wales) Module 10	Chair Training (One Voice Wales) Module 10	
Chair of Finance & Policy Committee	<ul style="list-style-type: none"> <li>Module 21 – Understanding Local Government Finance Advanced (One Voice Wales)</li> </ul>	Chair Training (One Voice Wales) Module 21 – Understanding Local Government Finance Advanced (One Voice Wales)	Chair Training (One Voice Wales) Module 21 – Understanding Local Government Finance Advanced (One Voice Wales)	
Vice Chair of Finance & Policy Committee	<ul style="list-style-type: none"> <li>Module 21 – Understanding Local Government Finance Advanced</li> </ul>	Module 21 – Understanding Local Government Finance	Module 21 – Understanding Local Government Finance Advanced (One Voice Wales)	

	(One Voice Wales)	Advanced (One Voice Wales)		
All Councillors		Module 3 Council as an Employer (One Voice Wales ) Model 13 (One Voice Wales) Community Engagement	Module 3 Council as an Employer (One Voice Wales)	

Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods e.g., attendance at conferences of events

- Most of the Courses will be undertaken on-line
- The LANTRA awards are undertaken on site.
- Collective courses such as Local Government Finance (Module 6) will be undertaken by One Voice Wales on a date to be arranged in 2024 - 2025/26 these have been emailed to all Members for consideration

**ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR** (To be included in the annual budget for each of the next 2 years as there has been a change to the staffing structure):

(This table to include the amount in the current 2024/25 budget)

Financial Year	Amount to be included in the budget at 2024 Prices (£)	Comments
2024/25	Overall training budget for both Members and Staff - £2750	To be reviewed by the Finance & Policy Committee when setting the budget for the respective financial year as there may be a cost associated with the

		attendance at Conferences/Seminars and any initiatives planned by the Council that may require specific training
2025/26	Overall training budget set for both Members and Staff £4,000	This has been set to accommodate new training needs as identified by the finance and policy Committee when consider the budget for the financial year
2026/27	Same as for 2025/26	As above