



Name of Council: Llanrhystud Community Council

TRAINING PLAN

Date approved by Council:.....*gfy*....., 2023
06/07/23

Signed (Chair):

Date of First Planned Review: May 2024

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
New Chair & Vice-Chair	The Council Meeting (Module 5) & Chairing Skills (Module 10). Further, as for Returning / New Councillor (as appropriate).	The Council Meeting (Module 5) & Chairing Skills (Module 10). Further, as for Returning Councillor.		
Returning Chair & Vice-Chair	The Council Meeting (Module 5) & Chairing Skills (Module 10), if not previously attended. Further, as for Returning / New Councillor (as appropriate).	As for Returning Councillor.		
New Councillors	New Councillor Induction & Code of Conduct (Module 9), if not previously attended. Also, The Council (Module 1) or The Councillor (Module 2);	As for Returning Councillor.		
Returning Councillors	Code of Conduct (Module 9) to be attended once every five years. Plus one of the following: <ul style="list-style-type: none"> • Understanding the Law (Module 4); • The Council Meeting (Module 5); • Health & Safety (Module 7); • Introduction to Community Engagement (Module 8); • Creating a Community Plan (Module 12) 	Code of Conduct (Module 9) to be attended once every five years. One of the following every year: <ul style="list-style-type: none"> • Understanding the Law (Module 4); • The Council Meeting (Module 5); • Health & Safety (Module 7); • Introduction to Community Engagement (Module 8); • Creating a Community Plan (Module 12); • Community Engagement Part II (Module 13); • Equality and Diversity (Module 14); • Use of IT, Social Media and Websites (Module 16) 		
Clerk	The Council Meeting (Module 5); The Council as an Employer (Module 3); Code of Conduct (Module 9); Introduction to Local Council Administration (ILCA)	Information Management (Module 15); Use of IT, Social Media and Websites (Module 16)	Creating a Community Plan (Module 12)	ILCA to Certificate in Local Council Administration (CiLCA)
Responsible Financial Officer	Local Government Finance (Module 6)	Advanced Local Government Finance (Module 21)	Financial introduction to Local Council Administration (FILCA)	

Councillors will endeavour to make time to attend the proposed training modules throughout the year.

Clerk will investigate option for alternative formats to trainings, e.g. group sessions, e-learning opportunities, etc.

Councillors will attempt to coordinate the training modules attended so that the range of subject are covered as a council.

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next four years):

Financial Year	Amount to be included in the budget at 2023 Prices (£)	Comments
2023/24	£700 to £850	In calculating the precept for 2023-24, £165 was budgeted for OVW membership and training; however, OVW membership alone is £179. Misjudgement of training budget means that funds will need to be reallocated for financial year 2023-24 and the precept raised for the following year. This higher initial cost is to cover additional training for new councillors that didn't receive the proposed training in their first year (2022-23). The range is to cover if there is a requirement to train a new Chair and/or Vice-Chair.
2024/25	£450 to £600	Approximately 12 to 15 training modules attended, taking advantage of the OVW bursaries and free places available for selected courses. The range is to cover if there is a requirement to train a new Chair and/or Vice-Chair.
2025/26	£550 to £700	Approximately 12 to 15 training modules attended, taking advantage of the OVW bursaries and free places available for selected courses. The range is to cover if there is a requirement to train a new Chair and/or Vice-Chair. Additional cost for FILCA training course for RFO.
2026/27	£600 to £750	Approximately 12 to 15 training modules attended, taking advantage of the OVW bursaries and free places available for selected courses, and allowing for increase in cost of courses. The range is to cover if there is a requirement to train a new Chair and/or Vice-Chair. Additional cost for ILCA to CiLCA training course for Clerk.