

Treuddyn Community Council

TRAINING PLAN

Version: 16 January 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.

Councillor training will mainly be delivered by One Voice Wales via distance learning, although other training providers may also deliver specific courses. Employee training will be delivered by the relevant professional bodies.

The following Training Needs Analysis shows the categories of training and the numbers of Councillors and staff required to undertake training in each category.

Training Needs Analysis

Councillors

One Voice Wales Training – Cost per delegate £38.00

Number of delegates per course per year

Core competency	2023/24	Cost £	2024/25	Cost £	2025/26	Cost £	2026/27	Cost £
Role of Councillor	0	£0.00	4	£152.00	6	£228.00	0	£0.00
Legal Basis for Delivery of Services	2	£76.00	3	£114.00	4	£152.00	1	£38.00
Understanding the planning system	6	£228.00	3	£114.00	1	£38.00	0	£0.00
Conduct	0	£0.00	1	£38.00	8	£304.00	1	£38.00
Equality and Diversity	0	£0.00	0	£0.00	9	£342.00	1	£38.00
Financial Governance and Accountability	3	£114.00	4	£152.00	3	£114.00	0	£0.00
Attendance/Preparation for Meetings and Events	0	£0.00	0	£0.00	9	£342.00	1	£38.00
Information Management	0	£0.00	0	£0.00	8	£304.00	2	£76.00
Using ICT and social media	0	£0.00	0	£0.00	8	£304.00	2	£76.00
Working with Clerk/Other Employees	0	£0.00	3	£114.00	2	£76.00	5	£190.00
Health and Safety	0	£0.00	1	£38.00	3	£114.00	6	£228.00
Continuing professional and personal development	0	£0.00	0	£0.00	10	£380.00	0	£0.00
Financial Capability	0	£0.00	3	£114.00	6	£228.00	1	£38.00
Sustainable Development	0	£0.00	1	£38.00	8	£304.00	1	£38.00
Local Leadership	0	£0.00	1	£38.00	6	£228.00	3	£114.00
Chairing Skills	0	£0.00	4	£152.00	2	£76.00	4	£152.00
Civic Leadership	0	£0.00	4	£152.00	2	£76.00	4	£152.00
Total	11	£418.00	32	£1,216.00	95	£3,610.00	32	£1,216.00

Employees – Clerk

	2023/24	Cost £	2024/25	Cost £	2025/26	Cost £	2026/27	Cost £
Conferences	0	£0.00	2	£321.00	2	£321.00	2	£321.00
Webinars	0	£0.00	4	£152.00	4	£152.00	4	£152.00
Total	0	£0.00	6	£473.00	6	£473.00	6	£473.00

Sub Total	11	£418.00	38	£1,689.00	101	£4,083.00	38	£1,689.00
Bursary – 2 funded places per year		£76.00		£76.00		£76.00		£76.00
Total	11	£342.00	38	£1,613.00	101	£4,007.00	38	£1,613.00

This policy was reviewed, approved and adopted at the meeting of Treuddyn Community Council on 16 January 2024.

For review May 2024.

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