

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



TRAINING PLAN

Date approved by Council – 28th November, 2022

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 2022/23	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"> Safeguarding 	<ul style="list-style-type: none"> Risk Assessments Module 6 – Local Government Finance (One Voice Wales) Module 21 – Understanding Local Government Finance Advanced (One Voice Wales) 			
Asst.Clerk	<ul style="list-style-type: none"> ILCA Asset Inventory Training (Rialtas) 	<ul style="list-style-type: none"> CILCA Module 6 – Local Government Finance (One Voice Wales) Module 21 – Understanding Local Government Finance Advanced (One Voice Wales) Risk Assessments 			
RFO	<ul style="list-style-type: none"> FILCA Financial Management & Governance Courses 	<ul style="list-style-type: none"> Module 6 – Local Government Finance (One Voice Wales) Module 21 - Understanding Local Government Finance 	<ul style="list-style-type: none"> CILCA 		

		Advanced (One Voice Wales) <ul style="list-style-type: none"> • Risk Assessments 			
Manual Operatives	<ul style="list-style-type: none"> • Abrasive Wheel Course • PASMA (Scaffolding Tower) • Health & Safety 	<ul style="list-style-type: none"> • First Aid (Sept 2023) • Risk Assessment • Manual Handling • Module 7 - Health & Safety (One Voice Wales) • Brushcutters/Trimmers (Strimmers) – Lantra (land based and environmental training) Awards 	<ul style="list-style-type: none"> • Operational Inspections of Children's Playgrounds (RPII) (expires April, 2024) • Ride On Mowers (Mounted & Rotary) – Lantra Awards 	<ul style="list-style-type: none"> • Abrasive Wheel Course 	<ul style="list-style-type: none"> • PASMA (Scaffolding Tower)
Caretaker		<ul style="list-style-type: none"> • Manual Handling • Module 7 - Health & Safety (One Voice Wales) • COSHH (Control of Substances Hazardous to Health) 			
Chairs of Council and Committees	<ul style="list-style-type: none"> • Charing Skills 				
Chair of Council		<ul style="list-style-type: none"> • Module 5 - The Council Meeting (One Voice Wales) 			

Vice-Chair of Council		<ul style="list-style-type: none"> Module 5 – The Council Meeting (One Voice Wales) 			
Chair of Finance & Policy Committee		<ul style="list-style-type: none"> Module 21 – Understanding Local Government Finance Advanced (One Voice Wales) 			
Vice Chair of Finance & Policy Committee		<ul style="list-style-type: none"> Module 21 – Understanding Local Government Finance Advanced (One Voice Wales) 			
All Councillors	<ul style="list-style-type: none"> Members' Code of Conduct (for those Members who did not attend the training on the 20th June, 2022) Module 6 – Local Government Finance (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 2022/23 or early part of 2023/24.

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

(This table to include the amount in the current 2022/23 budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23	£2,000 for Staff and £800 for Members	There will be enough in the Staff training budget for identified training needs for 2022/23 but may need to vire money to the Members training budget.
2023/24	Overall training budget for both Members and Staff - £2,750	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 (as referred to in paragraph 4.3 of the report).
2024/25	Same as for 2023/24	As above
2025/26	Same as for 2023/24	As above
2026/27	Same as for 2023/24	As above