**Name of Council: LLANDOUGH COMMUNITY COUNCIL**

**TRAINING PLAN**

**Date approved by Council 15 December 2022**

**Date of First Planned Review: 10 May 2023**

*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** |
| Councillor LB | Chairing Skills/Code of Conduct | Local Government Finance Part 2/Health and Safety | Sustainability (Well Being of Future Generations)/Law |  |  |
| Councillor PC | Code of Conduct | Planning |  |  |  |
| Councillor ME | Code of Conduct |  |  |  |  |
| Councillor SJ | Induction/The Councillor | Local Government Finance/Law/Council as an Employer |  |  |  |
| Councillor PK |  | Law/Planning |  |  |  |
| Councillor JBM | Law/Induction/The Councillor/Code of Conduct/Local Government Finance | Health and Safety/ Council as an Employer |  |  |  |
| Councillor DM |  |  | Health and Safety/Local Government Finance |  |  |
| Councillor MM | Code of Conduct |  | Sustainability (Well Being of Future Generations)/Local Government Finance |  |  |
| Councillor MSJ | Code of Conduct/Council as an Employer/Law/Induction | Understanding the Planning System/Local Government Finance/Place Planning/Health and Safety | Sustainability (Well Being of Future Generations)/Community Engagement/Chairing Skills |  |  |
| New Councillor |  | Induction/Code of Conduct/Local Government Finance/Law/Council as an Employer |  |  |  |
| Clerk/RFO (The Clerk is CILCA qualified) |  | Event Management |  |  |  |
| Caretakers |  | Manual Handling/Guidance on COSHH |  |  |  |

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

The training for Councillors will be arranged through One Voice Wales and Planning Aid Wales as appropriate. The training for the Clerk will be arranged through the Society of Local Council Clerks and for Caretakers the training will be sourced from the Vale of Glamorgan Council. Training for the final two years of the training plan period to be reviewed on an annual basis.

**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 | £210 |  |
| 2023/24 | £1200 |  |
| 2024/25 | £500 |  |
| 2025/26 |  | To be decided |
| 2026/27 |  | To be decided |