

WENTLOOGE COMMUNITY COUNCIL

TRAINING PLAN

FIVE YEAR PLAN

2024-2029

Date approved by Council 16.06.24

Date of First Planned Review 16.06.25

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act as the council has a statutory duty, to make, a plan, setting out what it proposes to do to address the training needs of their councillors and clerk.

Wentlooge Community Council consists of established councillors and a CiLCA qualified clerk who have a diverse range of expertise and skills. In creating the Training Plan, the Council has considered prior training and experience, and assessed the types of training required to ensure the resulting cumulative knowledge will enable the Council to operate in an effective and professional manner for the benefit of the community it serves.

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. A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors.

This is the council's first training plan, and it 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 clerk. NB. Wentlooge Community Council encourages councillors to attend training but it is not mandatory.

In regard, to the clerk, the council's only employee an annual performance appraisal takes place to identify any individual training opportunities. In respect of councillors there are core areas to address to ensure the council has sufficient skills and understanding.

These are: -

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales
- Financial management and governance.

The majority of training will be arranged through One Voice Wales and specific planning training will be arranged through Planning Aid Wales. The Clerk and councillors will also be expected to attend conferences through their term of office and shadow established councillors.

Training provided by One Voice Wales

Course	Who	Timescales
New Councillor Induction course	New Councillor Induction course	Within 6 months of being elected/reelected
1 -The Council	All councillors	Once in a council term
2 - The Councillor	All councillors	Once in a council term
3 - The Council as an employer	Clerks designated line manager	Within 6 months of being responsible for management
4 - Understanding the law	All councillors	Within 6 months of being elected/re-elected
5- The Council meeting	All councillors	Within 6 months of being elected/re-elected
6 - Local Government Finance	All finance Committee/WG	Within 6 months of being elected to finance committee/WG
7 - Health and Safety	Two councillors	Once in a council term
8 - Introduction to community engagement	Two councillors	Once in a council term
9 - Code of conduct	All councillors	Within 6 months of being elected/re-elected
10 - Chairing skills	All Chairs/ViceChairs	Within 6 months of being elected as Chair or Vice Chair
11- Community Emergency Planning	Two councillors	Once in a council term
12 - Community/Place Planning	Two councillors	Once in a council term
13 - Community Engagement Part 2	Two councillors	Once in a council term
14 - Equality & Diversity	Two councillors	Once in a council term
15 - Information Management	Two councillors	Once in a council term
Use of IT, Websites and Socila Media	Two councillors	Once in a council term
17 - Making effective grant applications	Two councillors	Once in a council term
18 - Managing staff effectively	Clerks designated line manager	Within 6 months of being responsible for management

19 - Devolution of services/community asset transfer	Two councillors	Once in a council term
20 - Wellbeing of Future Generations Act 2015/Sustainability	Two councillors	Once in a council term
21 - Local Government Finance - Advanced	All finance Committee/WG	Before the end of the 2nd year of a council term
22 - Mediation & Conciliation	Clerk/two councillors	Once in a council term

Training provided by Planning Aid Wales

Course	Who	Timescales
PLANNING AID WALES COURSES	All councillors	Once in a council term
Responding to Policy Consultation training	All councillors	Once in a council term
Local Decision making	All councillors	Once in a council term
Introduction to planning enforcement	Two councillors	Once in a council term
An introduction to heritage issues and planning system	Two councillors	Once in a council term
Planning applications advanced	Two councillors	Once in a council term
Solving problems in planning	Two councillors	Once in a council term

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR

(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

2024/25	£980	<p>Training</p> <p>One Voice Wales - £480</p> <p>Outside agency including Planning Aid Wales - £500</p> <p>NB This includes</p>
2024/25	£1298	Training
		<p>One Voice Wales - £480</p> <p>Outside agency- £818 NB this includes courses with Planning Aid Wales and £318 for St John Ambulance course</p>
2024/25	To be reviewed annually	
2025/26	To be reviewed annually	
2026/27	To be reviewed annually	