**TRAINING PLAN**

**Name of Council St Ishmael Community Council**

**TRAINING PLAN**

**Date approved by Council 4th October, 2022**

**Date of First Planned Review July, 2023**

**Date of last review July 2024**

**Next Planned Review July, 2025**

*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.

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| --- | --- | --- | --- | --- | --- |
| **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** |
| Chair (PS) | Code of Conduct |  | Financial Management and GovernanceChairing Skills |  |  |
| Vice – Chair  | Code of ConductBasic Induction for Councillors | Planning: From Start to Finish Financial Governance and Management | Chairing Skills |  |  |
| Councillor (Bank signatory MJ) | Code of ConductFinancial Management and Governance |  |  |  |  |
| Councillor(Bank signatory JB) | Code of Conduct |  | Financial Management and Governance |  |  |
| Councillor (PT) | Code of Conduct |  |  | Financial Management and Governance |  |
| Councillor (HG) | Code of Conduct |  |  |  | Financial Management and Governance |
| New Councillor (DK) |  | Code of Conduct Basic Induction for Councillors  |  | Financial Governance and Management |  |
| Councillor (JH) | Basic Induction for CouncillorsCode of Conduct | Planning: From Start to Finish Financial Governance and Management |  |  |  |
| Councillor (SW) | Basic Induction for CouncillorsCode of Conduct |  |  |  | Financial Management and Governance |
| Councillor (AD) | Code of ConductChairing Skills |  |  | Financial Governance and Management |  |
| Councillor (EB) | Basic Induction for CouncillorsCode of conduct(not attended)  | Basic Induction for CouncillorsCode of conduct(not attended) |  |  |  |
| Clerk | CiLCA |  | GDPR |  |  |

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

Basic Induction for Councillors = One Voice Wales (OVW) Training Course

Code of Conduct = Carmarthenshire County Council (CCC) / One Voice Wales (OVW)

Financial Management and Governance = One Voice Wales (OVW)

Planning: From Start to Finish = Planning Aid Wales

GDPR = Society of Local Council Clerks (SLCC)

CiLCA = Society of Local Council Clerks (SLCC)

**PROGRAMMING AND ESTIMATED COST OF TRAINING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses Identified as Needed (Title)** | **Role to which they relate** | **2022/23****Est Cost and No. of Courses** | **2023/24****Est Cost****and No. of Courses** | **2024/25****Est Cost****and No. of courses** | **2025/26****Est Cost****and No. of courses** | **2026/27****Est Cost****and No. of courses** | **Comments** |
| Basic Induction for Councillors | Councillor  | £70.00 | 38.00 x 2 =76.00 |  |  |  | Actual cost for 2022/23 |
| Code of Conduct | Councillor | Free (CCC) | Free (CCC)Free OVW place x 1 |  |  |  | Actual cost for 2022/23 |
| Chairing Skills | Councillor | £35.00 | 0.00 | 80.00 | 38.00 | 38.00 | Actual cost for 2022/23 |
| Financial Management and Governance  | Councillor | Free place with OVW | 38.00 x 1 Free OVW places x 2 | 80.00 | 105.00 | 105.00 | Actual cost for 2022/23 |
| CiLCA | Clerk | Bursary |  |  |  |  |  |
| Planning | Councillor / Clerk |  | 38.50 x 2 = £77 |  |  |  |  |
| Health and Safety | Clerk |  |  |  | 165.00 |  |  |
| GDPR | Clerk |  |  | £30 plus VAT |  |  |  |
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