



Laleston Community Council
Cyngor Cymuned Trelales
"working with the Community"

TRAINING PLAN 2022 - 2027

Laleston Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of councillors and employees.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all councillors and employees to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from the changes to the council membership. This is Laleston Community Council's first Training Plan and it will be reviewed at least on an annual basis to ensure it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors and staff.

Essential Training

Who	What	How	When	Commentary	Outcome
All new Councillors	Basic induction to the Council	Induction pack to be provided by the Clerk	May 2022	A Member information pack was issued to all new Councillors to support the induction programme,	Completed May 2022
All new Councillors	New Councillor Induction	Formal Training to be provided by One Voice Wales	May 2022	This module provides an overview and understanding of how the Council operates.	Three Members completed the module in May 2022.
All Councillors	Code of Conduct Module 9	Training to be provided by One Voice Wales	May 2022	All new and returning Councillors are encouraged to attend this training module.	Three Members completed the formal Code of Conduct Module 9 via One Voice Wales in May 2022.
Clerk/Responsible Finance Officer	Certificate in Local Council Administration (CiLCA)	Training to be provided by SLCC	To be completed during second year of employment in the role.	The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement.	Current Clerk completed in 2021, although any replacement would need to complete this course.
Clerk/Responsible Finance Officer	LO7 How to exercise the General Power	Training to be provided by SLCC	Prior to Council resolving eligibility and adopting the	For Clerks that holds CiLCA prior to May 2022, LO7 is provided as a stand-alone	Needs to be completed in 2024

	of Competance (GPoC)		General Power of Competence.	module.	
Clerk/Responsible Finance Officer	Effective Management of Staff – Module 18	Training to be provided by One Voice Wales			Needs to be completed in 2024
Clerk/Responsible Finance Officer	First Aider	Formal qualification	To be completed during first year of employment and every 3 years		
Assistant Clerk	Introduction in Local Council Administration (ILCA)	Training to be provided by SLCC	To be completed during first year of employment in the role.	The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.	Current Assistant Clerk completed in, although any replacement would need to complete this course.
Assistant Clerk	First Aider	Formal qualification	To be completed during first year of employment and every 3 years		
All new Chairs of Council	Chairing Skills Module 10	Training to be provided by One Voice Wales	To be reviewed annually.	To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.	Completed May 2024 by the Chair for 2024/2025
Facilities	First Aider	Formal	To be completed		

Officer/Facilities Assistant		qualification.	during first year of employment and every 3 years		
Facilities Officer/Facilities Assistant	Manual Handling	Formal qualification.	To be completed during first year of employment.		
HR & Personnel Committee	The Council as an Employer – Module 3	Training to be provided by One Voice Wales	On appointment to the Committee	One Voice Wales	
Finance Committee	Local Government Finance – Module 6	Training to be provided by One Voice Wales	On appointment to the Committee		

Additional Training

The circular of Training Sessions offered by One Voice Wales will be distributed periodically to all Members of Council and all staff which includes training on the following:

The Council – Module 1	The Councillor – Module 2	Understanding the Law – Module 4
The Council Meeting – Module 5	Health & Safety – Module 7	Introduction to Community Engagement – Module 8
Creating a Community Place Plan – Module 12	Community Engagement – Module 13	Equality & Diversity – Module 14
Use of IT, Websites and Social Media – Module 16	Making Effective Grant Applications – Module 17	Effective Staff Management – Module 18
Devolution of Services – Module 19	Wellbeing of Future Generations Act 2015	Community Asset Transfer – Module 23

	– Module 21	
Finance & Governance Toolkit – Module 24	Biodiversity part 1 and 2 – Modules 25 and 26	Nature Project Management – Module 27

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	Staff training - £2000 Member training - £1000	
2023/24	Staff training - £1000 Member training - £1000	
2024/25	Staff training - £1000 Member training - £500	
2025/26	To be agreed at the next budget setting round	
2026/27	To be agreed at the next budget setting round	