



VAN COMMUNITY COUNCIL TRAINING PLAN

Date Adopted	Review
Sept 8 th 2022 V1 min8	2025
May 21 st 2026 V2 min as advised by OVW	Annually

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.

Courses Identified as Needed (Title)	Role to which they relate	2022/23 Cost and No. of Courses	2023/24 Cost and No. of Courses	2024/25 Cost and No. of courses	2025/26 Cost and No. of courses	2026/27 Est Cost and No. of courses	Comments
Understanding the planning system	Councillor						
New Councillor Induction	Councillor	✓			1 £21.00		
The Council (1)	Councillor						
The Council Meeting (5)	Councillor						
Role of the Councillor (2)	Councillor	✓					
Council as an Employer (3)	Councillor						
Legal Basis for Delivery of Services (4)	Councillor						
Code of Conduct (9)	Councillor	✓✓			1 FREE	FREE	
Equality and Diversity (14)	Councillor						
Local Government Finance (6)	Councillor		✓				
Introduction to Community Engagement (8)	Councillor		✓				
Health & Safety (7)	Councillor						

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Chairing Skills (10)	Councillor	✓					
Community Engagement Part II (Tools & Techniques) (13)	Councillor		✓				
Information Management (15)	Councillor						
Use of IT, Websites & social media (16)	Councillor						
Devolution of services/community asset transfer (19)	Councillor						
Wellbeing of future generations act 2015/sustainability (20)	Councillor						
Understanding local government finance advanced (21)	Councillor	✓					
Successfully taking on community asset transfer (23)	Councillor						
Understanding mediation (22)	Councillor						
Finance & Governance Toolkit (24)	Councillor						
Biodiversity Basics Part I (25)	Councillor						
Biodiversity Part II (26)	Councillor						
Nature Project Management (27)	Councillor						

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Nature Project Management (27)	Councillor						
SLCC/OVW joint conferences	Councillor						
ILCA	Clerk	✓					
ILCA to CILCA	Clerk		✓				
FILCA	Clerk						
PIALC	Clerk					£140 plus VAT	
CILCA	Clerk		✓				
Health & Safety L3 & First Aid at Work	Clerk						
Continued professional development	Clerk				3 £102		
Continued professional development	Councillor						
SLCC Membership	Clerk	✓	✓	✓	£190	£200	
Local Government Pension Scheme Bitesize Training	Councillor & Clerk				✓✓		
Planning Aid Wales	Councillor & Clerk						

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Innovative practice conference	Councillors				1 £67		
SLCC Workshops: eg. charitable trusts, engagement, cyber security, events, website, website accessibility, powers & duties, new clerk, CILCA preparation	Clerk						
Budget allocated for training			£1000.00	£250.00	£500.00	£500.00	High 2023-2024t o take into account Clerks ILCA/CILCA training

