

TREFRIW COMMUNITY COUNCIL TRAINING PLAN 2022-2027

Date approved by Council: 11th October 2022
Date of First Review: 14th May 2024
Date of Second Review: 13th May 2025
Date of Third Review: 12th May 2026

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 prioritize its resources to enable all roles within the Council to be supported by a well-thought-out 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 - 2022/23	Training to be arranged - 2023/24	Training to be arranged - 2024/25	Training to be arranged - 2025/26	Training to be arranged - 2026/27
Chair	Community emergency planning	Wellbeing of Future Generations Act 2015 / Sustainability			Understanding Local Govt Finance (advanced): includes accounts closure and preparation of the Annual Return
Vice Chair		Wellbeing of Future Generations Act 2015/Sustainability			
Staffing Committee		The Council as an Employer	Understanding Mediation		
Village Hall Working Group					Making effective grant applications

Role	Training to be arranged - 2022/23	Training to be arranged - 2023/24	Training to be arranged - 2024/25	Training to be arranged - 2025/26	Training to be arranged - 2026/27
Cemetery Working Group					
Asset Transfer Working Group		Devolution of Services / Community Asset Transfer	Successfully taking on an Asset Transfer	Community Asset Transfer (OVW – Module 23) - DEFERRED DUE TO CLOSURE OF TOILETS	Community Asset Transfer IF APPLICABLE (e.g. further developments re toilets / playpark)
Councillors			New Councillor Induction	New Councillor Induction	New Councillor Induction as appropriate
Clerk				Principles of Internal Auditing Local Councils (SLCC)	

- Learning will be arranged by the Clerk in consultation with the relevant members of Council.
- Learning from all modules will be cascaded as appropriate to full Council by the attending Cllr(s) / Clerk.
- 'On the job' learning and experience from other roles will be shared with other Councillors / Clerk on an ad hoc basis as appropriate.

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR

(To be included in the annual budget for each of the next five years):

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23	£105	Based on £35 per person for each One Voice Wales online learning module. Overall budget increased to £300 to support additional training for newly elected councillors following May 2022 elections
2023/24	£175	Based on £35 per person for each One Voice Wales online learning module

2024/25	£200	Based on £35 per person for each One Voice Wales online learning module and as reflected in 2024/25 budget.
2025/26	£200	Based on £42 per person for each One Voice Wales online learning module and as reflected in 2025/26 budget.
2026/27	£252	Based on £44 per person for each One Voice Wales online learning module and as reflected in 2026/27 budget.

COUNCILLOR AND CLERK TRAINING RECORD 2025/26

Name	Training undertaken	Date completed
Cllr Kim Ellis (Chair)		
Cllr Jasmine Kelly (Vice Chair)	OVW Charing Skills – Module 10	22/01/2026
Cllr Idris Bowen		
Cllr Bronwyn Griffith		
Cllr Jackie Jewett	Duty to Manage Asbestos in Premises Briefing	30/07/2025
Vikki Teasdale (Clerk)	Principles of Internal Auditing Local Councils	17/09/2025

COUNCILLOR AND CLERK TRAINING RECORD 2024/25

Name	Training undertaken	Date completed
Cllr Kim Ellis (Chair)		
Cllr Jasmine Kelly (Vice Chair)		

Cllr Idris Bowen		
Cllr Bronwyn Griffith		
Cllr Jackie Jewett	OVW Basic Online Training (7 Modules)	15/04/2024
	OVW New Councillor Induction	04/06/2024
	OVW Understanding the Law	19/06/2024
Cllr Wil Morris	Resigned 05/05/2024	
Vikki Teasdale (Clerk)		

COUNCILLOR AND CLERK TRAINING RECORD 2023/24

Name	Training undertaken	Date completed
Cllr Kim Ellis (Chair)	Inhouse Code of Conduct Refresher Training as delivered by Cllr Kelly	12/09/2023
	OVW Council as an Employer – Module 3	08/11/2023
	OVW Devolution of Services/CAT – Module 19	25/01/2024
Cllr Jasmine Kelly (Vice Chair)	Inhouse Code of Conduct Refresher Training as delivered by Cllr Kelly	12/09/2023
	OVW Council as an Employer – Module 3	08/11/2023
	OVW Wellbeing of Future Generations Act (WFG 2015)	28/02/2024
Cllr Idris Bowen	Inhouse Code of Conduct Refresher Training as delivered by Cllr Kelly	12/09/2023
Cllr Bronwyn Griffith		
Cllr Wil Morris	OVW Basic Online Training (7 Modules)	11/07/2023
	Inhouse Code of Conduct Refresher Training delivered by Cllr Kelly	12/09/2023
	OVW New Councillor Induction	06/12/2023
Cllr Gareth Siddorn	Resigned 12/12/2023	

Cllr Stephen White	Resigned 13/09/2023	
Cllr Lucy Williams	Resigned 11/01/2024	
Vikki Teasdale (Clerk)	Inhouse Code of Conduct Refresher Training as delivered by Cllr Kelly	12/09/2023

COUNCILLOR AND CLERK TRAINING RECORD 2022/23

Name	Training undertaken	Date completed
Cllr Kim Ellis (Chair)		
Cllr Jasmine Kelly (Vice Chair)		
Cllr Idris Bowen		
Cllr Fred Dillien	Resigned 08/03/2023	
Cllr Bronwyn Griffith	OVW Basic Online Training (7 Modules)	24/05/2022
Cllr Gareth Siddorn		
Cllr Stephen White		
Cllr Lucy Williams		
Vikki Teasdale (Clerk)		

OVW Basic Online Training consists of the following seven modules:

- Code of Conduct
- Council as an Employer
- Diversity and Inclusion
- Health and Safety
- Induction
- Local Government Finance - Understanding the Law