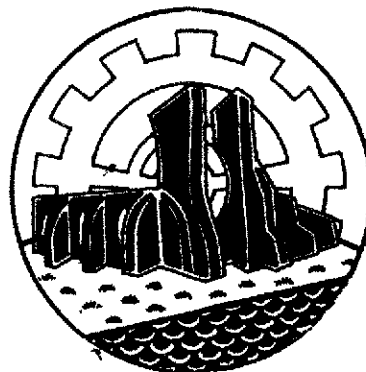




**DYFFRYN CLYDACH COMMUNITY COUNCIL
CYNGOR CYMUNED DYFFRYN CLYDACH**

Training Plan

TRAINING PLAN

Date approved by Council.....4.4.26.....

Date of First Planned Review.....APRIL....., 2027

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.

Role	Training to be arranged in 2025/26	Training to be arranged in 2026/27	Training to be arranged in 2027/28	Training to be arranged in 2028/29
Clerk	H&S awareness training	H&S awareness training		
Caretaker	COSH awareness training	COSH awareness training		
Caretaker & Groundsman	Manual handling	Manual handling		

Councillors all	Code of Conduct training	All new councillors		
Finance Committee members	OVW Intro to Finance module	OVW Intro to Finance module – any new members to complete	OVW Intro to Finance module	OVW Intro to Finance module
Finance Committee Chair		OVW Advance Finance module - completed		
Chair of Council and committees		OVW Chairing module – any new Committee Chairs		
New Councillors	OVW Being a Councillor	OVW Being a Councillor	OVW Being a Councillor	OVW Being a Councillor
New Councillors	OVW The Council meeting	OVW The Council meeting	OVW The Council meeting	OVW The Council meeting
New Councillors		OVW – Understanding the Law		
New Councillors		OVW The Council		
Standards and Personnel committee members	OVW The council as an employer	OVW The council as an employer – new committee members		
Outdoor Spaces Committee Members		OVW – Bio-Diversity Parts 1 & 2		
Clerk and 1 member of council	OVW Conference and AGM			

Clerk and 1 member of council	OVW and SLCC joint conference			
Groundsman	Chainsaw Maintenance and Cross Cutting Course - completed			
Groundsman	Operational Checks on Playground Equipment – completed			

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.

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 2024 Prices (£)	Comments
2025/26	Councillors - £1000 Staff - £1000	OVW modules £36 each x20 = £540 as we get free spaces Conference x2 £60 x 4 = £240

		Groundsman training
2026/27	Councillors - £600 Staff - £600	Budget reduced as most councillors have completed necessary training