



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

Training Plan

TRAINING PLAN

Date approved by Council.....,

Date of First Planned Review....., 20..

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			
Caretaker	COSH awareness training			
Caretaker & Groundsman	Manual handling			

Councillors all	Code of Conduct training			
Finance Committee members	OVW Intro to Finance module	OVW Intro to Finance module	OVW Intro to Finance module	OVW Intro to Finance module
Finance Committee Chair		OVW Advance Finance module		
Chair of Council and committees		OVW Chairing module		
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
Standards and Personnel committee members	OVW The council as an employer	OVW The council as an employer		
Clerk and 1 member of council	OVW Conference and AGM	OVW Conference and AGM		
Clerk and 1 member of council	OVW and SLCC joint conference	OVW and SLCC joint conference		
Groundsman	Chainsaw Maintenance and Cross Cutting Course			
Groundsman	Operational Checks on			

	Playground Equipment			
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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 - £1000 Staff - £1000	