



Higher Kinnerton Community Council Training Plan

Date approved by Council: 1st November 2022

Date of First Planned Review: April/May 2023 or earlier if required

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 2022/23	Training to be arranged in 2023/24	Training to be arranged in 2024/25	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Chair	Code of Conduct x 2 Chairing Skills (for new Chair)	Code of Conduct Chairing Skills (for new Chair) The Council Meeting	Code of Conduct Chairing Skills (for new Chair) The Council Meeting	Code of Conduct Chairing Skills (for new Chair) The Council Meeting	Code of Conduct Chairing Skills (for new Chair) The Council Meeting
Vice Chair	Code of Conduct, Advanced Finance Course, One Voice Wales conference on Biodiversity.	Code of Conduct	Code of Conduct	Code of Conduct	Code of Conduct
Councillor (may include Chair and Vice Chair)	Code of Conduct Understanding the Law	Code of Conduct Local Government Finance Sustainability Introduction to Community Engagement Making Effective Grant Applications Understanding the Law Health and Safety Equality & Diversity Basic Planning Community Emergency Planning	Code of Conduct Local Government Finance Understanding the Law Basic Planning (if not undertaken in 2023-24) Any additional training to be agreed prior to setting 2024/2025	Code of Conduct Local Government Finance Understanding the Law Any additional training to be agreed prior to setting 2025/2026	Code of Conduct Local Government Finance Understanding the Law Any additional training to be agreed prior to setting 2026/2027

Clerk/RFO	Understanding the Law Excel training Community Engagement, potentially consider Financial Introduction to Local Council Administration (FILCA) as bursary available	Making Effective Grant Applications GDPR refresher training, potentially consider Financial Introduction to Local Council Administration (FILCA) or Introduction to Certificate in Local Council Administration (CILCA)	Refresher training in finance, the law and administration as required. Potentially consider FILCA or Introduction to CILCA Additional training to be agreed prior to setting 2025/2026	Refresher training in finance, the law and administration as required. Potentially consider CILCA Additional training to be agreed prior to setting 2025/2026	Refresher training in finance, the law and administration as required. Potentially consider CILCA Additional training to be agreed prior to setting 2025/2026
Councillor newly co-opted	Code of Conduct	Code of Conduct Local Government Finance Understanding the Law	Code of Conduct Local Government Finance Understanding the Law	Code of Conduct Local Government Finance Understanding the Law	Code of Conduct Local Government Finance Understanding the Law
Councillor newly elected	Code of Conduct Local Government Finance (free place) Understanding the Law (free place)	No election	No election	No election	Code of Conduct Local Government Finance Understanding the Law

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 2022 Prices (£)	Comments
2022/23	£200.00	£190.00 estimated for Clerk's training based on 50% bursary for both Excel course and Financial Introduction to Local Council Administration Qualification. Limited free Councillor training places available for One Voice Wales training modules - Understanding the Law and Local Government Finance
2023/24	£550.00	Estimated cost dependant on whether bursary schemes and free places are provided in 2023-2024 (which have consistently been provided for several years) £100.00 contingency factored in in event free places and bursary schemes are restricted.
2024/25	£550.00	Estimated cost only with final amount in budget to be informed and determined by review of training needs and requirements and availability of bursaries and free training places. Amount also dependant on whether certain elements of training undertaken by Clerk in previous year.
2025/26	£550.00	Estimated cost only with final amount in budget to be informed and determined by review of training needs and requirements and availability of bursaries and free training places. Amount also dependant on whether certain elements of training undertaken by Clerk in previous year.
2026/27	£550.00	Estimated cost only with final amount in budget to be informed and determined by review of training needs and requirements and availability of bursaries and free training places. Amount also dependant on whether certain elements of training undertaken by Clerk in previous year.