



Bargoed Town Council

TRAINING PLAN

Date approved by Council 21st June, 2023

Date of First Planned Review December, 2023

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.

PROGRAMMING AND ESTIMATED COST OF TRAINING

Courses Identified as Needed (Title)	Role to which they relate	2023/24 Est Cost and No. of Courses	2024/25 Est Cost and No. of courses	2025/26 Est Cost and No. of courses	2026/27 Est Cost and No. of courses	Comments
Understanding the planning system	Councillor Clerk	13 £150				One year access of online portal secured until November 2023
Role of the Councillor (2)	Councillor	2 £76				
Council as an Employer (3)	Councillor	2 £76				
Legal Basis for Delivery of Services (4)	Councillor	4 £152	1 £38			
Code of Conduct	Councillor	13 £345		13 £345		Refresher every 2 years – all members
Equality and Diversity	Councillor		Nil cost x 13			
Local Government Finance (6)	Councillor		6 £228	2 £76		
Health & Safety (7)	Councillor		4 £152			
Introduction to Community Engagement (8)	Councillor	2 £76	3 £114	1 £38		
Chairing Skills (10)	Councillor		2 £76	3 £114		
Community Engagement Part II (Tools & Techniques) (13)	Councillor	1 £76	3 £114	1 £38		
Information Management (15)	Councillor		1 £38	1 £38		
Use of IT, Websites & social media (16)	Councillor	13 £345				In-house, all members
Devolution of services/community asset transfer (19)	Councillor		8 £304	4 £152		
Wellbeing of future generations act 2015/sustainability (20)	Councillor		8 £304	4 £152		

Understanding local government finance advanced (21)	Councillor		5 £190	2 £76	1 £38	
Successfully taking on a community asset transfer (23)	Councillor			8 £308	4 £152	
Understanding mediation (22)	Clerk		£38			
SLCC/OVW joint conference	Clerk & Deputy	£100 x 1	£100 x 2	£100 x 2		
ILCA	Deputy Clerk	£120 x 1		£500 x 1		
FILCA	Clerk & Deputy	Zero cost x 1	£100 x 1			
Health & Safety L3 & First Aid at Work	Clerk & Deputy					Refresher for Clerk; Potentially full course for Deputy – not yet planned
Continued professional development	Councillor		7 Nil cost	7 Nil cost		Liaison committees; network meetings; area committees
Continued professional development	Clerk & Deputy					Various webinars/liaison committees/SLCC branch meetings & events/CIPD events
SLCC Membership	Clerk & Deputy	£350	£350	£350	£350	Essential for continued professional development & resources
Conference attendance as req			500	500	500	Councillors
Innovative practise conference			300	300	300	Staff/Councillors
SLCC Workshops			500	500	500	Staff

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR

Financial Year	Amount to be included in the budget at 2023 Prices (£)	Comments
2023/24	£3,800	£3,000 member training budget as per 2022/23; £800 staff
2024/25	£3,546	
2025/26	£3,587	
2026/27	£1,840	