



Bargoed Town Council

TRAINING PLAN

Date first approved by Council 21st June, 2023.

Reviewed: Annual Meeting 28th May 2025; Full Council Meeting 15th October 2025.

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	13 £150			£135	
New Councillor Induction	Councillor				£135	
The Council (1)	Councillor				£135	
The Council Meeting (5)	Councillor				£135	
Role of the Councillor (2)	Councillor	2 £76	2 £76	2 £90	£135	
Council as an Employer (3)	Councillor	2 £76	2 £76	2 £90	£135	
Legal Basis for Delivery of Services (4)	Councillor	4 £152	3 £114	3 £114	£135	
Code of Conduct (9)	Councillor	13 £345	1 £38	2 £90	£135	
Equality and Diversity (14)	Councillor		Nil cost x 13		£45	
Local Government Finance (6)	Councillor		6 £228	2 £90	£135	
Health & Safety (7)	Councillor		4 £152			
Introduction to Community Engagement (8)	Councillor	2 £76	3 £135	4 £180	£135	
3 for Chairing Skills (10)	Councillor		2 £76	3 £90		
Community Engagement Part II (Tools & Techniques) (13)	Councillor	1 £76	3 £114	4 £180	£135	
Information Management (15)	Councillor		1 £38	2 £90	£135	
Use of IT, Websites & social media (16)	Councillor	13 £345		1 £90		
Devolution of services/community asset transfer (19)	Councillor		8 £304	4 £180		

Wellbeing of future generations act 2015/sustainability (20)	Councillor		8 £304	4 £180		
Understanding local government finance advanced (21)	Councillor		5 £190	2 £90	1 £45	
Successfully taking on a community asset transfer (23)	Councillor			8 £360	4 £180	
Understanding mediation (22)	Councillor					
Finance & Governance Toolkit (24)	Councillor			£180		
Biodiversity Basics Part I (25)	Councillor				£45	
Biodiversity Part II (26)	Councillor				£45	
Nature Project Management (27)	Councillor				£45	
SLCC/OVW joint conferences	Clerk & Deputy	£100 x 1	£160 x 2	£160 x 2	£400 £600	
ILCA	Deputy Clerk	£120 x 1		£150 x 1		
FILCA	Deputy Clerk	Zero cost x 1	£120 x 1	£150 x 1		
CILCA	Deputy Clerk				£500 x 1	
Health & Safety L3 & First Aid at Work	Clerk & Deputy				£300 x 1	
Continued professional development	Councillor		7 Nil cost	7 Nil cost	Nil cost	
Continued professional development	Clerk & Deputy				£600	
SLCC Membership	Clerk & Deputy	£350	£450	£450	£600	
Conference attendance			300	500	400	
Local Government Pension Scheme Bytesize Training	Councillor & Clerk				£250	
Planning Aid Wales	Councillors				£250	
Innovative practise conference			200	400	400	
SLCC Workshops: eg. charitable trusts, engagement, cyber security, events, website,			500	500	200	

website accessibility, powers & duties, new clerk, CILCA preparation						
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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	£4,000	£2,500 member training budget; £1,500 staff
2025/26	£3,000	Members £2000. Staff £1000.
2026/27	£6,525	Members £3,750. Staff £2,775