



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	3 for any new councillors
New Councillor Induction	Councillor				£135	3 for any new councillors
The Council (1)	Councillor				£135	3 for any new councillors
The Council Meeting (5)	Councillor				£135	3 for any new councillors
Role of the Councillor (2)	Councillor	2 £76	2 £76	2 £90	£135	2024/25 YP / JMc 2025/26 2 for any new councillors 2026/27 3 for any new councillors
Council as an Employer (3)	Councillor	2 £76	2 £76	2 £90	£135	2024/25 YP 2025/26 JMc 2026/27 3 for any new councillors
Legal Basis for Delivery of Services (4)	Councillor	4 £152	3 £114	3 £114	£135	2024/25 DIJ; YP; JMc 2025/26 CBF 2026/27 3 for any new councillors
Code of Conduct (9)	Councillor	13 £345	1 £38	2 £90	£135	2024/25 New Councillor 2025/26 2 for any new councillors 2026/27 3 for any new councillors
Equality and Diversity (14)	Councillor		Nil cost x 13		YP	Brought in-house 24/25
Local Government Finance (6)	Councillor		6 £228	2 £90	£135	2024/25 TW/CA/DIJ/YP/JMc 2025/26 RP/MIJ/SHT 2026/27 3 for any new councillors
Health & Safety (7)	Councillor		4 £152			2024/25 CA/RC/RP/NEW
Introduction to Community Engagement (8)	Councillor	2 £76	3 £135	4 £180	£135	2024/25 RP/MIJ/CBF 2025/26 JMc/ RP/RC/YP 2026/27 3 for any new councillors
3 for Chairing Skills (10)	Councillor		2 £76	3 £90		2024/25 RP/ 2025/26 MIJ/CBF
Community Engagement Part II (Tools & Techniques) (13)	Councillor	1 £76	3 £114	4 £180	£135	2024/25 RP/MIJ/CBF 2025/26 JMc/ RP/RC/YP 2026/27 3 for any new councillors

Information Management (15)	Councillor		1 £38	2 £90	£135	2024/25 JD 2025/26 SHT,YP/ JMc 2026/27 3 for any new councillors
Use of IT, Websites & social media (16)	Councillor	13 £345		1 £90		2025/26 CBF/YP
Devolution of services/community asset transfer (19)	Councillor		8 £304	4 £180		2024/25 HL/TW/CA/PC/JD/RC/RP 2025/26 MIJ/DIJ/CBF/JMc
Wellbeing of future generations act 2015/sustainability (20)	Councillor		8 £304	4 £180		2024/25 TW/CA/PC/JC/RC/HL/RP 2025/26 DIJ/JMc/CBF/YP
Understanding local government finance advanced (21)	Councillor		5 £190	2 £90	1 £45	2024/25 SHT/CA/JD/RC/new 2025/26 TW/PC
Successfully taking on a community asset transfer (23)	Councillor			8 £360	4 £180	2025/26 TW/CA/PC/JD/RC/HL/RP/CBF 2026/27 DIJ/MIJ
Understanding mediation (22)	Councillor					
Finance & Governance Toolkit (24)	Councillor			£180		JD/DIJ/JMc/HL
Biodiversity Basics Part I (25)	Councillor				£45	MIJ/DIJ
Biodiversity Part II (26)	Councillor				£45	MIJ/DIJ
Nature Project Management (27)	Councillor				£45	MIJ/DIJ
SLCC/OVW joint conferences	Clerk & Deputy	£100 x 1	£160 x 2	£160 x 2	£400 £600	Staff Members
ILCA	Deputy Clerk	£120 x 1		£150 x 1		deputy clerk
FILCA	Deputy Clerk	Zero cost x 1	£120 x 1	£150 x 1		deputy clerk
CILCA	Deputy Clerk				£500 x 1	New deputy clerk
Health & Safety L3 & First Aid at Work	Clerk & Deputy				£300 x 1	deputy clerk
Continued professional development	Councillor		7 Nil cost	7 Nil cost	Nil cost	Liaison committees; network meetings; area committees
Continued professional development	Clerk & Deputy				£600	Various webinars/liason committees/SLCC branch meetings & events/CIPD events

SLCC Membership	Clerk & Deputy	£350	£450	£450	£600	Essential for continued professional development & resources
Conference attendance			300	500	400	Councillors
Local Government Pension Scheme Bytesize Training	Councillor & Clerk				£250	Councillors/Clerk
Planning Aid Wales	Councillors				£250	Councillors
Innovative practise conference			200	400	400	Councillors
SLCC Workshops: eg. charitable trusts, engagement, cyber security, events, website, website accessibility, powers & duties, new clerk, CILCA preparation			500	500	200	Councillors in consultation with the Clerk

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	£4,275	Members £1500. Staff £2775.