

TRAINING PLAN

Name of Council...Pennard Community Council

Date approved by Council.....13 March, 2024

Planned Review...October, 2024

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
Councillor	600	1785	1154	3158	1292
Councillor (Conferences)	240	240	240	240	240
Clerk/Admin Assistant (conferences)	240	240	240	240	240
Park Caretaker	235	200	300	200	200
Admin Assistant	35	200	247	38	
Clerk	100	35	158		
TOTAL	1450	2700	2339	3876	1972

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:

The training will be arranged through OVW and will cover most of their modules, further training will be addressed through the attendance at conferences and seminars relevant to the Councillor's roles at the time. Training needs will be addressed at a specific working group meeting of the Finance Employment and Policy Committee each October where the plan will be reviewed and recommended to Full Council for approval

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	3000	Training budget for 22-23 currently £3000 as funds were included for CiLCA which was paid for by a Welsh Govt Bursary
2023/24	2700	Underspent in 23/24 planned training shifted to future years
2024/25	2339	
2025/26	3876	
2026/27	1972	