

ST BRIDES MAJOR COMMUNITY COUNCIL TRAINING PLAN

The Council has a statutory duty under **Section 67 of the Local Government and Elections (Wales) Act 2021** to prepare and maintain a plan that sets out how it will address the training needs of its Councillors and Staff.

Purpose of the Training Plan

The purpose of this plan is to ensure that, collectively, Councillors and Staff possess the knowledge, skills, and awareness required for the Council to operate effectively. It is not necessary for all Councillors and Staff to receive identical training or develop the same expertise. Training will be tailored to individual roles and responsibilities.

Background to the Preparation of the Training Plan

Toward the end of the 2023/24 financial year, the Council was contacted by Audit Wales regarding the non-submission of certain statutory documents over the previous four years by the Clerk and Responsible Financial Officer (RFO). As a result, the required Training Plan had not been completed or implemented. The plan has now been developed and formally adopted in [November] 2025.

Implementation and Review

The following is an outline of the requirements of Section 67 of the Local Government and Elections (Wales) Act 2021.

- A new Training Plan must be adopted after each ordinary election of the Community Council.
- Councillors who join during the Council's five-year term will be covered by the existing plan.
- This is the Council's first Training Plan and will be reviewed periodically to ensure it remains up to date and relevant.
- The Clerk's training needs will be assessed through an annual performance appraisal, which will identify training and development opportunities.

Immediate Training Priority Identifies in 2024

Upon realisation of the Clerks and RFO's omission of required documents an immediate need was identified for all members of the Council to participate in financial training. Module 6 - Local Government Finance was highlighted as a priority for all councillors to complete in 2024/2025. Whilst not reflected in a formal plan a training log has been completed to demonstrate all training completed in 2024/2025. **Appendix 1.**

Training resources:

One Voice Wales:

One Voice Wales provides quarterly training opportunities. A full schedule of modules can be found in **Appendix 2.**

One Voice Wales identified the following core modules:

Module 4 - Understanding the law

Module 6 - Local Government Finance

Module 9 - Code of Conduct

Module 21 - Advanced Local Government Finance

Module 24 - Finance & Governance Toolkit

Should the role of the Council change, or new legislation be introduced, additional training may be provided for Councillors and Staff as required.

Society of Local Community Councils – Webinars

Over 100 sector specific webinars provide insight and guidance on specific areas of operation. Such webinars will further complement One Voice Wales modules and provide specific training in areas such as the operation of the Burial Ground at St Bridget's Church.

A current schedule of Webinars available can be found [here](#).

Ongoing Development and Review

This plan reflects the Council's current training needs. It will be reviewed and updated periodically over the next 2 years, leading up to the next ordinary elections planned for May 2027.

Basis of Preparation

This Training Plan has been prepared:

- In accordance with **Section 67 of the Local Government and Elections (Wales) Act 2021**; and
- Following guidance issued by **One Voice Wales** and the **Society of Local Councils**.

The roles of Councillors and employees have been assessed against core competencies to identify priorities and ensure a structured, well-considered approach to training and development.

The commitment contained in this plan supports the Council's aim to deliver high-quality services to the community through a skilled, informed, and confident team.

Review Schedule

The Training Plan will be reviewed following on from an annual evaluation of core competencies of Councillors and Clerk.

The Training Plan will be reviewed annually to:

- Ensure it remains fit for purpose
- Reflect changes in Council membership or staff
- Account for any new legislation, responsibilities, or local needs.

COUNCILLOR TRAINING PLAN

New Councillors | Chair

Training to undertake	Training to be arranged in 2025/26	Training to be arranged in 2026/27
One Voice Wales – New Councillor induction	All new Councillors to be completed within 3 months of joining the Council	All new Councillors to be completed within 3 months of joining the Council
One Voice Wales – Module 9: Code of Conduct	All new Councillors to be completed within 3 months of joining the Council	All new Councillors to be completed within 3 months of joining the Council
One Voice Wales – Module 6: Local Government Finance	All councillors to complete Module 6 within 1 year of joining the council.	All councillors to complete Module 6 within 1 year of joining the council.
Module 10 – Chairing Skills	New Chair to complete following on from May AGM	New Chair to complete following on from May AGM

All Councillors

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
One Voice Wales - Module 9 : Code of Conduct	Ensure all existing councillors have completed this training within current term of office.	Ensure all existing councillors have completed this training within current term of office.
One Voice Wales – Module 6: Local Government Finance	Ensure all existing councillors have completed this training within current term of office.	Ensure all existing councillors have completed this training within current term of office.

Finance Working Group

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Module 21: Advanced Local Government Finance		Members of Finance working Group
Module 24: Finance and Governance Toolkit		Members of Finance working Group
One Voice Wales – Webinars regarding preparation of annual accounts and support for submission	If need identified for cllrs. to undertake as part of preparation for submission	If need identified for cllrs. to undertake as part of preparation for submission

Biodiversity Working Group

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Module 25 - Biodiversity Part I	Members of Biodiversity Working Group	
Module 26 – Biodiversity Part II		Members of Biodiversity Working Group
Biodiversity Specific Webinars from SLCC and One Voice Wales	Members of Biodiversity Working Group	Members of Biodiversity Working Group

Burial Ground Working Group

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
SLCC – Webinar relating to Cemetery Legal Compliance	Members of the Burial Working Group	
Cemetery Burial Ground Specific Webinars from SLCC	Members of the Burial Working Group	If new resources and annual review of training plan highlights need: Members of the Burial Working Group

Personnel Committee

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Module 3 - The Council as Employer		Members of Personnel Committee
HR Specific Webinars from SLCC and One Voice Wales		If annual review highlights need

School Governor

Training	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Induction Training	School Governor Representative	
Roles and responsibilities of governors	School Governor Representative	
Understanding the role of data in supporting self-evaluation and improvement in schools	School Governor Representative	

STAFF TRAINING PLAN

The Clerk's training needs will be assessed through an annual performance appraisal which will identify training and development opportunities. Core modules have been included to support the Clerk and Responsible Financial Officer in their initial induction. Further learning would take the form of qualifications through SLCC.

Clerk and Responsible Finance Officer		
Training to Undertake	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Module 4 - Understanding the law	To be completed within 3 months of employment	
Module 5 - The Council Meeting	To be completed within 3 months of employment	
Module 6 - Local Government Finance	To be completed within 3 months of employment	
Module 9 - Code of Conduct	To be completed within 3 months of employment	
Module 21 - Advanced Local Government Finance	To be completed within 3 months of employment	
Module 24 - Finance & Governance Toolkit	To be completed within 3 months of employment	
Introduction to Local Council Administration (ILCA)		To be completed within first year of employment
Financial Introduction to Local Council Administration (FILCA)		To be completed within first year of employment
Certificate in Local Council Administration (CILCA)		As per entry requirements to be completed after being in role for 1 year.
One Voice Wales – Webinars regarding preparation of annual accounts and support for submission	As need is identified prior to end of financial year (31 st March 26)	
SLCC and One Voice Wales – Sector Specific Webinars. E.G Burial Ground, Health and Safety.	Training to be completed as needs identified as part of induction training plan review.	Training to be completed as needs identified as part annual performance review and training plan review.

ESTIMATED COSTS OF THE TRAINING TO BE INCLUDED IN BUDGET

Financial Year	Amount to be included in the budget	Comments
2025/26	£1000	Agreed 10/11/2025 to increase from £600 to £1000: Minutes REF: 10.1
2026/27	TO SET AT BUDGET MEETING	

APPROVAL OF TRAINING PLAN

Date approved by Council: 10th November 2025 (Ref: 10.1 10th November 25 Minutes)

REVIEW OF TRAINING PLAN

Date of Review 1: November 2026

Comments:

Actions Taken:

Appendix 1:
Training Conducted in 2024/2025

Date 2024/2025 Training Log - Councillor B	
Jun-24	One Voice Wales – Module 6 - Local Government Finance
Date 2024/2025 Training Log - Councillor C	
May-24	One Voice Wales – Module 6 - Local Government Finance
Feb-25	Roles and responsibilities of governors E2428206 on 06/02/25
Feb-25	The role of data in supporting self-evaluation and improvement in schools 'what governors need to know and why' E2428306
Date 2024/2025 Training Log - Councillor D	
Jun-24	One Voice Wales – Module 6 - Local Government Finance
Date 2024/2025 Training Log - Councillor E	
Jun-24	One Voice Wales – Module 6 - Local Government Finance
Date 2024/2025 Training Log - Councillor F	
Sep-24	One Voice Wales - Module 9 - Code of Conduct
Oct-24	One Voice Wales - New councillors Induction
Date 2024/2025 Training Log - Councillor G	
May-24	One Voice Wales – Module 6 - Local Government Finance

Date	2024/2025 Training Log - Councillor H
May-24	One Voice Wales – Module 6 - Local Government Finance
Date	2024/2025 Training Log - Councillor J
May-24	One Voice Wales – Module 6 - Local Government Finance
Jul-24	One Voice Wales - Allotment Forum Webinar
Sep-24	One Voice Wales - Module 25 Training (Biodiversity Prt 1)
Oct-24	One Voice Wales - Funding from vale nature partnership webinar
Oct-24	One Voice Wales - Module 26 Training (Biodiversity Prt 2)
Dec-24	One Voice Wales - Making space for amphibians Webinar
Mar-25	One Voice Wales - Vale Growing Workshop Webinar
Date	2024/2025 Training Log - Clerk A
Jun-24	One Voice Wales - Module 1 - The Council
Jun-24	One Voice Wales - Module 5 - The Council Meeting
Jun-24	One Voice Wales – Module 6 - Local Government Finance
Jun-24	One Voice Wales - Module 8 - Introduction to Community Engagement
Jun-24	One Voice Wales - Module 9 - Code of Conduct
Dec-24	One Voice Wales - Module 4 - Understanding the Law

Appendix 2:
Core Modules Highlighted

Module: (Core Modules Highlighted)

New Councillor Induction	Module 12 - Creating a Community Plan
New Councillor Induction (Welsh)	Module 13 - Community Engagement Part II
Module 1 - The Council	Module 14 - Equality and Diversity
Module 1 - The Council (Welsh)	Module 15 - Information Management
Module 2 - The Councillor	Module 16 - Use of IT, Website and Social Media
Module 2 - The Councillor (Welsh)	Module 17 - Making effective Grant Applications
Module 3 - The Council as Employer	Module 18 - Effective Staff Management
Module 4 - Understanding the law	Module 19 - Devolution of Services/CAT
Module 5 - The Council Meeting	Module 20 - Wellbeing of future Generation
Module 6 - Local Government Finance	Module 21 - Advanced Local Government Finance
Module 7 - Health and Safety	Module 22 - No longer included
Module 8 - Introduction to Community Engagement	Module 23 - Community Asset Transfer
Module 9 - Code of Conduct	Module 24 - Finance & Governance Toolkit
Module 9 - Code of Conduct (Welsh)	Module 25 - Biodiversity Part I
Module 10 - Chairing Skills	Module 26 - Biodiversity Part II
Module 11 - No longer included	Module 27 - Nature Project Management