

# KERRY COMMUNITY COUNCIL TRAINING PLAN



## TRAINING PLAN

**Date approved by Council.....30/11/2022**

**Date of First Planned Review.....AGM 31/05/2023.**

*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.

Please note that Councillor training currently is not mandatory however it is recommended and encouraged that Councillors attend, as a minimum, the following courses as best practise;

- The Council
- The Councillor
- The Council as an Employer
- Understanding the Law
- The Council Meeting
- Local Government Finance
- Code of Conduct

In addition, Councillors will undertake training appropriate to their role on the council.

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*\*Note: The training plan utilised appendix seven of the Training Plan Template provided by ONE VOICE WALES AND THE SOCIETY OF LOCAL COUNCIL CLERKS*

**PROGRAMMING AND ESTIMATED COST OF TRAINING – TABLE 1**

<b>Courses Identified as Required/ Completed or Booked (Title)</b>	<b>Role to which they relate</b>	<b>2022/23 Est Cost and No. of Courses</b>	<b>2023/24 Est Cost and No. of Courses</b>	<b>2024/25 Est Cost and No. of courses</b>	<b>2025/26 Est Cost and No. of courses</b>	<b>2026/27 Est Cost and No. of courses</b>	<b>Comments</b>
ILCA	Clerk	£144.00					Required/ Bursary may be available
FiLCA	Clerk	£144.00					Required/ Bursary may be available
CiLCA	Clerk		£410.00				Required/ Bursary may be available
Module 10 - Chairing	Chair (C009 & C006)	£40.00	£40.00				Booked
An Introduction to Planning Enforcement	Cllr (C002)	£37.69					Completed
Solving Problems in Planning Online	Cllr (C002)	£35.00					Required
Module 6 - Local Government Finance	Cllr (C001, C002 & C006)	£120.00					Required
Module 17 – Making Effective Grant Applications	Cllr (C002)	£40.00					Required
Module 15 – Information Management	Cllr (C002)	£40.00					Required
Module 11 – Community Emergency Plan	Cllr (C002)	£40.00					Required
Module 7 – Health and Safety	Cllr (C002)	£40.00					Required

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Module 3 – The Council as an Employer	Cllr (C002)	£40.00					Required
Biodiversity Training	Biodiversity Officer	£50.00					Completed

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.

Kerry Community Council has a number of councillors who have been part of the council for a number of years and, prior to the implementation of the mandatory training plan, will have either attended courses or have attained a high competency score based on past experience either in a council or professional role.

The council aim to have a policy of Knowledge Management by sharing knowledge and appointing councillors as Expert/Trained Leads i.e., Planning Lead Councillor who attends courses to fulfil the role and shares the acquired knowledge/skills with the rest of the councillors. This enables the council to harness the expertise developed within the team.

The Council may also utilise the skills of other local community/town councils in order to share/reduce costs.

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**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 (2) 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	<b>£500.00</b>	Already Set in Budget Cost of Courses to date £87.69. Cost of Courses booked/ in the process of booking £363.00. Total Training to date £450.69. Budget £500.00 Proposed courses not yet booked £320.00. If proposed courses booked/completed in 22/23 Budget deficit £270.69
2023/24	£450.00 £400.00 <b>£950.00</b>	£450.00 required courses £400.00 allocating 1 Module per Councillor
2024/25	<b>£800.00</b>	£800.00 allocating 2 Modules per Councillor
2025/26	<b>£800.00</b>	£800.00 allocating 2 Modules per Councillor
2026/27	<b>£800.00</b>	£800.00 allocating 2 Modules per Councillor