

KERRY COMMUNITY COUNCIL TRAINING PLAN



TRAINING PLAN

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

Interim Review by Council29/11/2023

Interim Review by Council27/11/2024 - approved

Interim Review by Council29/10/25 - approved

Date of First Planned Review.....AM 31/05/2023 reviewed.

Date of Second Planned Review..... AM 29/05/2024 – approved

Date of Third Planned Review..... AM 29/05/25 – approved

Date of Fourth Planned Review..... AM 27/05/26 - approved

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

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

**Note: The training plan utilised appendix 7 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

Courses Identified as Required/ Completed or Booked (Title)	Role to which they relate	2022/23 Est Cost and No. of Courses	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 for current year
Budget for the year		£500.00	£800.00	£1300.00	£800.00	£1450.00	
ILCA	Clerk	£144.00			Clerk FREE	Clerk FREE	Underway
FILCA	Clerk	£144.00					
CiLCA	Clerk						
Forecasting, Budgeting & Setting the Precept for Local Councils	Clerk		FREE				Training module costs included in Scribe accounting package
Understanding Qualifications	Clerk		FREE				
SLCC & One Voice Wales (OVW) 2023 Joint Event – Nov 23	Clerk		£60.00				
Module 10 - Chairing	Chair (C009 & C006)	£40.00	£40.00				
Introduction to Understanding Quotes, Tenders and Contract Management webinar – 24 January 2024 - SLCC	Clerk		£30.00				
Agendas, Summons, and Minutes - Scribe Training 15 th February	Clerk		FREE				
GDPR Training – Hiscox Risk Academy April 24	Clerk/ Cllr (C006)			FREE			

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BESPOKE WLGA - Use of IT, Websites and Social Media - Module 16 – 29 th February	Clerk/ Cllr (C006)		FREE				
An Introduction to Planning Enforcement	Cllr (C002)	£37.69					
Solving Problems in Planning Online	Cllr (C002)	£35.00					
New Councillor Induction – 9 th May	Cllr (C015)			£40.00			
Module 1 - The Council – 1 st & 16 th May 24	Cllr (C014 & C015)			£80.00			
Module 2 - The Councillor – 25 th June	Cllr (C015)			£40.00			
Module 3 - The Council as an Employer 5 th June	Cllr (C015)			£40.00			
Module 6 - Local Government Finance	Cllr (C001, C002 & C006)	£40.00	£80.00			C018 - £0	
OVW Innovative Practice Conference – July 23	Cllr (C001 & C006)		£120.00				
Newtown Funding Fair – Grant funding PAVO – June 23	Cllr (C001 & C006)						
Module 17 – Making Effective Grant Applications	Cllr (C002)		£40.00				
Module 15 – Information Management	Cllr (C002)	£40.00					
Module 11 – Community Emergency Plan	Cllr (C002)	£40.00					
How to use online resources to solve planning problems – Planning Aid Wales 4 th March	Cllr (C014)		£40.00				
Basic – Health and Safety	All Cllrs		FREE				
Basic – The Council as an Employer	All Cllrs		FREE				
Basic - DIVERSITY AND INCLUSION Training	All Cllrs		FREE				

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Basic - Code of Conduct Training	All Cllrs		FREE				
Basic – Induction Training	All Cllrs		FREE		C020 C019		Completed – delivered via Clerk Completed – delivered via Clerk
Biodiversity Training 1 and 2	Biodiversity Officer	£50.00			C015 - £21 C014 - £21	C014 - £0 C002 - £0	Part 2 Completed 20/05/25 Part 1 Completed 23/09/25 Part 2 – to be done
Planning Aid Wales Online Training – Planning from Start to Finish Commenced Nov 24	All Cllrs			£175.00			
Planning Aid Wales Introduction to Planning Enforcement 09/10/24	Cllr (C015)			£40.00			
Planning Aid Wales Responding to Planning Applications – Part 2 18/09	Cllr (C015)			£40.00			
Module 9 Code of Conduct requirement for new Cllrs from May 24. Free place awarded.	Cllr (C016)			Free	C018 - £0 C017 - £0 C020 -£0 C019 - £0		Completed 03/09/25. Completed 18/11/25 Completed 08/10/25 Completed 03/02/26
Introduction to Community Engagement – Module 8					C015 - £21		Completed 22/10/25
Introduction to Community Engagement Part 2 – Module 13					C015 - £21		Completed 16/12/25
Biodiversity Webinar - Section 6 (OVW)					C014 - £0 C015 - £0		Completed 03/11/25 Completed 03/11/25
Understanding the Law – Module 4					C015 - £0	C020 - £0	Completed 16/02/26
ROSPA Routine Playground Inspection Course						£325.00	
Total spent		£570.69	£410.00	£455.00	£84.00		

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.

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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 and aims to utilise free training, as appropriate.

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 annual budget – see notes)

Financial Year	Amount to be included in the Annual budget	Comments
2022/23	£500.00	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. <u>Training Budget £500.00</u> <u>Total Cost of paid training 22/23 £463.00</u>
2023/24	£400.00 £400.00	£450.00 required courses (CiLCA Training to be moved to 24/25 budget) £400.00 allocating 1 Module per Councillor <u>Training Budget £800.00</u> <u>Total Cost of paid training 23/24 £408.00</u>
2024/25	£500.00 £800.00 £1300.00	£500.00 allocating approx 1 Module per Councillor £800.00 CiLCA training Clerk plus additional training <u>Training Budget £1300.00</u> <u>Total Cost of paid training 24/25 YTD 18/11/24 £455.00</u>
2025/26	£800.00	Cost of Training undertaken so far £84.00 £800.00 allocating 2 Modules per Councillor

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2026/27	£1450.00	£800.00 allocating 2 Modules per Councillor
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- Training highlighted in Yellow has not yet been booked. Budget allowance only.
End of training plan