

## KERRY COMMUNITY COUNCIL TRAINING PLAN



### TRAINING PLAN

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

**Interim Review by Council .....29/11/2023**

**Interim Review by Council .....27/11/2024**

**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 28/05/2025 - 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

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

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*\*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**

<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					Completed
FiLCA	Clerk	£144.00					Completed
CiLCA	Clerk			£750.00*		£750.00	Required/ Bursary may be available. *Not undertaken in 24/25. Training allocated to new Clerk
Forecasting, Budgeting & Setting the Precept for Local Councils	Clerk		FREE				Training module costs included in Scribe accounting package
Understanding Qualifications	Clerk		FREE				SLCC webinar organised for Clerk's considering further qualifications
SLCC & One Voice Wales (OVW) 2023 Joint Event – Nov 23	Clerk		£60.00				Attended
ILCA					£144.00		New Clerk Appointed April 25 to undertake ILCA YR1 & CiLCA YR2 – not yet booked.
Module 10 - Chairing	Chair (C009 & C006)	£40.00	£40.00				Completed
Introduction to Understanding Quotes, Tenders and Contract Management webinar – 24 January 2024 - SLCC	Clerk		£30.00				Completed
Agendas, Summons, and Minutes - Scribe Training 15 <sup>th</sup> February	Clerk		FREE				Completed
GDPR Training – Hiscox Risk Academy April 24	Clerk/ Cllr (C006)			FREE			Completed

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

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Basic - Code of Conduct Training	All Cllrs		FREE				Completed – delivered via clerk
Basic – Induction Training	All Cllrs		FREE				Completed – delivered via clerk
Biodiversity Training	Biodiversity Officer	£50.00					Completed
Planning Aid Wales Online Training – Planning from Start to Finish Commenced Nov 24	All Cllrs			£175.00			12 Month Access & available for all Cllrs/ Clerk
Planning Aid Wales Introduction to Planning Enforcement 09/10/24	Cllr (C015)			£40.00			Completed – awaiting certificate
Planning Aid Wales Responding to Planning Applications – Part 2 18/09	Cllr (C015)			£40.00			Completed – awaiting certificate
Module 9 Code of Conduct (21/10)	Cllr (C016) Cllrs (C018/C019)			Free	Free		Completed – requirement for new Cllrs from May 24. Free place awarded. Note: 18/19 to be booked.
Module 26 - Biodiversity 2 – OVW	Cllr (C015)				£40.00		Booked – Scheduled 18 <sup>th</sup> May 25

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 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):

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(This table (2) to include the amount in the current annual budget – see notes)

Financial Year	Amount to be included in the Annual budget at 2022 Prices (£)	Comments
2022/23	<b>£500.00</b>	<p>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><b>Training Budget £500.00</b></u></p> <p><u><b>Total Cost of paid training 22/23 £463.00</b></u></p>
2023/24	£400.00 <b>£400.00</b>	<p>£450.00 required courses (CiLCA Training to be moved to 24/25 budget)  £400.00 allocating 1 Module per Councillor  <u><b>Training Budget £800.00</b></u></p> <p><u><b>Total Cost of paid training 23/24 £408.00</b></u></p>
2024/25	<b>£500.00</b> <b>£800.00</b> <b>£1300.00</b>	<p>£500.00 allocating approx 1 Module per Councillor  £800.00 CiLCA training Clerk plus additional training  <u><b>Training Budget £1300.00</b></u></p> <p><u><b>Total Cost of paid training 24/25 £455.00 (Note Biodiversity 2 booked in 24/25)</b></u></p>
2025/26	<b>£1300.00</b>	£500.00 allocating 1 Module per Councillor inc free places & allowance of £800.00 for Clerk training
2026/27	<b>£1300.00</b>	£500.00 allocating 1 Module per Councillor inc free places & allowance of £800.00 for Clerk training

End of training plan May 25