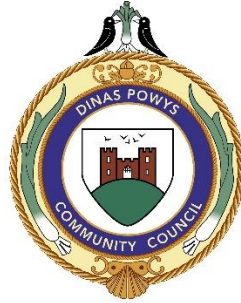


DINAS POWYS COMMUNITY COUNCIL



TRAINING PLAN

Date reviewed/approved by Council: Thursday, 19 June 2025

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.

DINAS POWYS COMMUNITY COUNCIL TRAINING PLAN

Course	Details	Who	When
Code of Conduct Available On-line Module 8	Enables participants to understand the Nolan principles of public life and develop a more in depth knowledge of the Code of Conduct and how it applies to local councillors. Also covers personal & prejudicial interests and pre-determination & predisposition.	All Newly elected Councillors. Any Councillors feeling they need a 'refresh'. An extremely important session.	
The Council as an Employer Available On-line Module 3	Covers the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety,	Members of the Management Committee	After election onto the Management Committee
Equality & Diversity & Inclusion Available On-line Module 14	This course will raise awareness of diversity and inclusion in public life; highlight the responsibilities and obligations of the Council and Councillors in law; Signpost to sources of Advice	All Newly elected Councillors. Any Councillors feeling they need a 'refresh'. An extremely important session.	
Health & Safety Available On-line Module 7	To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.	All Councillors	
New Councillor - Induction Available On-line	Covers the responsibilities and obligations the Council has in law; it's statutory powers and duties; key aspects of law affecting Councils; sources of advice & support.	All Newly elected Councillors.	ASAP after election
Understanding the Law Available On-line Module 4	Covers the following key elements:- The responsibilities and obligations the Council has in law; The Council's statutory powers and duties; Key aspects of law affecting Councils such as equal opportunities and data protection; Sources of advice	Committee Chairs & vice-chairs	

Course	Details	Who	When
Finance & Governance Tool Kit (Local Government Finance) Available On-line Module 24	Purpose – to support in Maintaining an effective framework for managing the council's financial resources; Understanding the common terms and regulatory framework; Understanding the powers and sources of income available to the Council. covers the following key elements:- General principles of accounting; Accounting and strategy guidance; Financial Regulations and Risk Assessment; Budgets and precepts; Internal and External Audit; Insurance; Income and Expenditure Powers; Other sources of income	Chair & Vice-Chair of Finance Cttee Members of Finance Cttee Useful for members of the Finance Cttee if they want a greater understanding of the work of the RFO	
The Council Available On-line Module 1	Will cover the council as a corporate body, the 'team' of members and staff, the council's role, working with unitary authorities, and building partnership working with a wider group of organisations.	All Newly elected Councillors	Within 6 months following election
The Councillor Available on Line Module 2	The Councillor and their commitment. Register of Interests Code of Conduct and Ethical Behaviour Monitoring Officers and Standards Committee	New Councillors	
The Councillor as an employer Available on line Module 3	Covers the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety	Members of the Management Committee	After elecectiion onto the Management Committee
Managing your Staff Available on line Module 18	To provide an insight into the ways in which Coucnils can arrange for the effective management of their staff	Management Committee Clerk	
Chairing Skills Available on line Module 10	To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.	Committee Chairs & vice-chairs	

Course	Details	Who	When
Community Engagement – part 2 (Tools & Techniques) Modules 8 & 13	To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.	Community Mapping working group	
Community / Place Planning Available on line Module 12	To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.	This becomes more relevant if DPCC decide / are obliged to develop a place plan. Management Committee	
Managing your Staff Available on line Module 18	To provide an insight into the ways in which Councils can arrange for the effective management of their staff.	Management Committee; Clerk	
Devolution of Services / Community Asset Transfer Available on line Modules 19 & 23	Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils. The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas: • Models for asset transfers • Understanding lease issues and freehold transfers • Models for and approaches to Service Devolution • Policy Drivers • Opportunities, Pitfalls and Planned outcomes • Due Diligence Arrangements • Asset Management Responsibilities • Important role of Councillors • Community Engagement approaches	Members of COSAC Cttee; Clerk; Chair & Vice of Finance	
Wellbeing of Future Generations Act 2015 / Sustainability Available on line Module 20	This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g. Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.	This becomes more relevant if there is an expectation on the VOG and WG to support funding applications.	2025

Course	Details	Who	When
Understanding Mediation Only on a bespoke basis Module 19	To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low level Code of Conduct complaints and in relation to employment matters.	Useful for Members of the Management Committee	
Equality & Diversity Available on line Module 14	Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.	All	
Information Management Available on line Module 15	To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.	All	
Use of IT, Websites and Social Media Available on line Module 16	To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.		
ILCA Introduction to Local Council Administration	the ILCA is an online sector specific learning tool designed to support all new council officers in England and Wales. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.	Assistant Clerk	2025-25
CILCA Certificate in Local Council Administration	CiLCA is a practical, entry level qualification for the sector, available to all local council sector staff and councillors. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement.	Assistant Clerk	2027-27
FILCA	The Financial Introduction to Local Council Administration (FILCA) is an online sector specific learning tool to support all new Responsible Financial Officers (RFOs) in England and Wales (or officers who have a financial element to their job role)	Clerk	2025-26

Any of the courses listed can be undertaken at any time, by any Member of the Community Council, subject to budget.

RECORD OF COURSES ATTENDED

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
Cllr A Asbrey	Section 106			Local Government Finance Part 2 Health and Safety Biodiversity	Sustainability (Well Being of Future Generations) Law
Cllr C Asbrey	Section 106		Code of Conduct	Planning	
Cllr A Cooke		Stepped down as CC in Feb 2024			
Cllr J Cowpe			OVW – New Councillor Induction OVW - Module 9 Code of Conduct	OVW - Council as an Employer Law Finance	
Cllr M Cowpe	OVW – New Councillor Induction Ethics and Standards Rules of Debate Finance Equality and Safeguarding GDPR CIVICO Planning Introduction to Scrutiny	Mandatory Training via VOG Council Hybrid Meetings Effective Scrutiny Personal Security Awareness	Mandatory Training via VOG Council Introduction to Llais Planning Training New Directorate Plans Boundary Commission Changes	Local Government Finance Law Council as an Employer	

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
Cllr V Driscoll		Natural Flood Management Workshop Affordable Housing – Planning Aid Wales		Law Planning	
Cllr D Evans	Section 106 Code of Conduct		OVW module 10 - Chairing Skills - OVW - Module 23 - Community Asset Transfer OVW - Module 17 - Making effective Grant Applications -	Health and Safety Council as an Employer Biodiversity Law/Induction/The Councillor/Code of Conduct/Local Government Finance	
Cllr J Fanshaw					Health and Safety Local Government Finance
Cllr C Franks	Section 106		Code of Conduct		Sustainability (Well Being of Future Generations) Local Government Finance
Cllr S Griffiths	Section 106	Demystifying the role of Local Councillors - NALC	OVW – Module 10 – Chairing Skills OVW Module 17 - Making effective Grant Applications		

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
Cllr R Grigg			Code of Conduct Council as an Employer Law Induction	Understanding the Planning System Local Government Finance/Place Planning Health and Safety	Sustainability (Well Being of Future Generations) Community Engagement Chairing Skills
Cllr M Hartrey					
Cllr K Hatton	Section 106		Module 24 – Finance & Governance Took Kit (6/6/25)		
Cllr Mirza-Davies	Section 106				
Councillor M Phillips	Section 106	Demystifying the role of Local Councillors - NALC	OVW - Module 10 - Chairing Skills		
Cllr K Shaw					
Cllr L Stevens			OWV Lara Stevens - Module 1 - The Council - OVW Module 5 - The Council Meeting - OVW Module 9 - Code of Conduct		
New Councillor			Induction Code of Conduct Local Government Finance Law Council as an Employer		
Clerk/RFO (The Clerk is CILCA qualified)	Section 106 (B Smreczak)		FiLCA (J Haigh)		

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
Assistant Clerk	Section 106 (J Haigh) Section 106 CILCA (J Haigh)		ILCA – Introduction to Local Council (M Hadley)	CILCA	
Maintenance Manager (New Mgr in post – April 25)			Manual Handling Guidance on COSHH	Play Inspection Course Manual Handling Guidance on COSHH	
Cleaner			Manual Handling/ Guidance on COSHH	Manual Handling Guidance on COSHH	

The training for Councillors will be arranged through One Voice Wales and Planning Aid Wales, NALC, as appropriate. The training for the Clerk will be arranged through the Society of Local Council Clerks and for Caretakers the training will be sourced from the Vale of Glamorgan Council. Training for the final two years of the training plan period to be reviewed on an annual basis.

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Money spent on Training	Comments
2022/23	£1000	£853.85	
2023/24	£1000	£339.52	
2024/25	£1000	£849.00	
2025/26	£1000	£	
2026/27	To be decided	£	