



CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI
LLANSTAFFAN & LLANYBRI 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.

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.
- The Training Plan 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.

One Voice Wales 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

Society of Local Community Councils – Webinars

These 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 specialist areas.

Current webinars available: <https://www.slcc.co.uk/events/webinar/>

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 prior to the Annual Meeting to:

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

The Plan

WHO	WHAT	HOW	WHEN	COMMENTARY	BEHAVIOURS
All Cllrs	Induction to Council	LLCC Induction pack, tour of wards and PPT	Within 3 months of joining	Pack available to all Cllrs	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
All Cllrs	Code of Conduct Module 9 OVW	Webinar OVW	Within 6 months joining and then once per term of office	All certificates held on file	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other

All Cllrs	Code of Conduct update	PPT cascaded by Clerk from CCC	Annually as required by LA	All attendance recorded at training	councillor or employee, listens and stays calm in difficult situations.
All Cllrs	Understanding the Law Module 4 OVW	Webinar OVW	Within 1 year of joining	All certificates held on file	Able to describe the work of the Council to the public and contributes to the development of the Council's work.
All Chairs of Full Council & Committees	Chairing Skills Module 10 OVW	Webinar OVW	Prior to taking over role and updates as required	All certificates held on file	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.

					Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Chair and Vice-Chair HR	The Council as an Employer Training Module 3 & 18 OVW	Webinars OVW	Prior to taking over role	All certificates held on file	Members undertaking confidential appraisals of staff must be fully aware of the legal requirements and maintain a professional relationship with the employee
All Cllrs	To read 'Civility & Respect' Pledge and attend webinar	SLCC Civility & Respect: Issues for the Public Sector	Once per term of office	All certificates held on file	Maintains professional relationships with the employee recognising appropriate boundaries and abiding by the Member Officer Protocol
HR Committee	Mediation & Conciliation	SLCC webinars	Within year 1 of joining committee	All certificates held on file	Treats everyone with respect at all times when acting as a councillor on a complaints panel or investigation. Works to actively listen and communicate outcomes effectively
Finance Committee and RFO	Local Government Finance Module 6 and Advanced Local Government Finance Module 21 (OVW)	Webinars OVW	Within 6 months of joining as Cllr and staff for module 6. Within 1 year of remaining on finance committee for Cllrs and RFO.	All certificates held on file	Cllrs engage effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.

All Cllrs	Biodiversity training Module	OVW & SLCC webinars	As required	All certificates held on file	Takes decisions based upon the needs of future generations as well as the current population.
All Cllrs & Clerk	An introduction to planning – Planning Aid Wales Training	Planning Aid Wales webinars	Within 2 years for Clerk. As requested by Cllrs	All certificates held on file	Able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Clerk/RFO	ILCA	Qual	Within 6 months of joining	Essential	Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement
Clerk/RFO	CILCA	Qual	After first year of joining	Essential	Can advise and support the council across its full range of activities including carrying out research to inform council prior to making decisions
Clerk/RFO	SLCC	New Clerk webinars	Within 2 weeks of joining & attends annual LA update sessions	Essential	Abides by the code of conduct at all times. Treats others with respect at all times, demonstrates integrity, values others and never bullies councilors, listens and stays calm in difficult situations including social media interactions
Clerk/RFO	Continuous Professional Development	Sector specific training sessions by OVW, SLCC, Planning Aid Wales	As directed by annual appraisal to support development of specific skills	Essential	Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.

		and others throughout year			
Clerk/RFO	DSE Training	Within 2 weeks of joining The Clerk must complete Display Screen Equipment (DSE) training	Required by LLCC as an employer. Reviewed annually as part of appraisal.	Essential	Statutory requirement
All Cllrs & Clerk/RFO	H&S	Within 2 weeks of joining	Required by LLCC as an employer. Reviewed annually as part of appraisal.	Essential	Cllrs promote and ensure the health and safety of everyone in the council.
Clerk/RFO	Manual Handling	Safe lifting to prevent injuries	Required by LLCC as an employer. Reviewed annually as part of appraisal.	Essential	Statutory requirement
Clerk/RFO	Data Protection & cyber Security	Training to ensure keeping data secure and identify	Required by LLCC as an employer. Reviewed annually as	Essential	Receives information and data from a variety of sources and is able to store, share and use it effectively and electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to

		cyber threats using security software	part of appraisal.		FOI requests. Does not distribute or share confidential or restricted information.
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Evaluation

At present LLCC have a Clerk that will be CiLCA qualified within the next few months but predominantly members who work full-time and have found it difficult to find time for additional training for their roles. As a very small council most members must engage with HR and finance as well as full council meetings. This presents difficulties for ensuring the same small number of people have achieved all the training they require.

LLCC have prepared their own bespoke Induction materials and require all Councillors to attend Code of Conduct within 6 months of joining. This is reviewed each year with Code of Conduct training cascaded from LA Monitoring Officer.

It is noted that more members require Finance training (Module 6 & 21). LLCC currently have Finance Committee Chair who has AAT Level 4 Certificate accountancy qualification and a Clerk with CiLCA and Module 21. It is anticipated that all members of the Finance Committee will attend Module 6 training within 2026.

Although LLCC will be able to apply for General Power of Competence (GPoC) after the Clerk is CiLCA qualified as LLCC meets both requirements for 'Unqualified' accounts and 2/3rds elected membership. This will be declared at the next Annual Meeting.

APPENDIX ONE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: CLLR IAN ROBERTS

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding planning					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					

Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: CLLR RHIAN WORRELL

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding planning					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Employees					

Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: CLLR SUSAN BALL

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding planning					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					

Information Management					
Using ICT and social media					
Working with Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: CLLR DARREN SAINTY

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding planning					

Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)
Name of Councillor: CLLR DAFF DAVIES

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding planning					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Employees					
Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					

Chairing Skills					
Civic Leadership					

APPENDIX TWO

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee: TINA ROBERTS (CLERK/RFO)

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended
Can organise and maintain effective administrative systems, processes, policies and records	1	CILCA	1		June - Nov 2025
Can facilitate the council's engagement with the community, managing public relations and ensuring that the	2	Canva.com training for social media posts and posters	2	SLCC use of AI and basic entry to Canva.com	

council is transparent in all its actions					
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APPENDIX THREE

PROGRAMMING AND ESTIMATED COST OF TRAINING

Courses Identified as Needed (Title)	Role to which they relate	2026/27 Est Cost and No. of courses	Comments