



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

TRAINING PLAN: 2022 – 2027

The Town Council, as per section 67 of the Local Government and Elections (Wales) Act 2021, is obligated to formulate a plan addressing the training needs of councillors and employees.

This training plan aligns with guidance from One Voice Wales and the Society of Local Council Clerks. It prioritises resources to support all council roles through tailored training and development. The commitment outlined in this plan aims to enhance service delivery to the community. Regular reviews will ensure its relevance and adaptability to evolving needs and personnel changes.

The plan aims to equip councillors and employees collectively with the knowledge for effective council operation. Diverse training ensures varied expertise across the council.

After each ordinary election, a new plan reflecting changes in council membership will be drafted. While this is the inaugural plan, future iterations will ensure ongoing relevance.

For council employees, individual training needs are identified during annual performance reviews. A preliminary assessment of councillors' essential skills informs immediate training priorities.

The Town Clerk will provide guidance to new members during their initial 6 to 12 months in office. Further assessment of councillor training needs will occur later in the financial year.

Key areas of focus include Basic Induction for Councillors, Code of Conduct, and Financial Management and Governance. Additionally, new challenges such as those posed by the General Power of Competence will be addressed.

This plan serves as a baseline, subject to periodic review and updates over the next five years, leading up to the 2027 local government elections. Upon council approval, it will be published on the Town Council Website.



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WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
All councillors	Basic induction to the Council	Induction pack providing an overview.	Following election/co-option.	A member information pack is issued to all new Councillors to support the induction programme.	
	Code of Conduct Module 9	Remote training	By Dec 2022	All new and returning councillors encouraged to attend One Voice Wales Code of Conduct training.	
	The Council Meeting – Module 5	Remote training	By Dec 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
Chairs of Committees	Chairing Skills Module 10	Remote training	On appointment as Chair	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
Finance & Governance Committee	Finance – Module 6	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
	Advanced Local Government Finance Module 21	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
	Understanding the Law – Module 4	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	



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	Advanced Local Government Finance Module 21	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
Town Hall & Leisure & Amenities Committee members	Health & Safety – Module 7	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
Staffing Committee	The Council as an Employer Module 3	Remote training	On appointment to committee	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
Town Clerk/Responsible Financial Officer	Certificate in Local Council Administration (CiLCA)	Formal Qualification	June 2021	The Town Clerk possesses the CiLCA qualification which evaluates whether you have a broad knowledge of all aspects of a Clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement.	Completed
	Institute of Cemetery (ICCM) Management Course	Formal Qualification	By Mar 2024	Covers all aspects of managing cemeteries.	Completed
	First Aider	Formal Qualification	By Mar 2024		Completed
	Finance in Local Council	Formal Qualification	By Mar 2024		Completed



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	Administration (FiLCA)				
	Mentoring	Informal	By Dec 2024		In progress
	Management Training	Formal Qualification	By Mar 2025		Pending
Deputy Town Clerk	Introduction to Local Council Administration (ILCA)	Formal Qualification	By Mar 2024		Completed
	Finance in Local Council Administration (FiLCA)	Formal Qualification	By Mar 2024		Completed
	First Aider	Formal Qualification	By Mar 2024		Completed
	ILCA to CiLCA	Formal Qualification	By Mar 2025		In Progress
	Certificate in Local Council Administration (CiLCA)	Formal Qualification	By Mar 2025		Pending
	Management Training	Formal Qualification	By Mar 2024		Pending
Community Engagement Officer	Community Engagement	Formal Qualification	Mar 2025		Pending
	First Aider	Formal Qualification	Mar 2025		Pending



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Amenities Supervisor	Institute of Cemetery Management (ICCM) Cemetery Risk Assessment Course	Formal Qualification	By Mar 2024	Covers risk assessing of memorials.	Completed
	First Aider	Formal Qualification	By Mar 2024		Completed
	Weed Spraying	Formal Qualification	By Mar 2025		Pending
	Manual Handling	Formal Qualification	By Mar 2025		Pending
Town Hall Caretaker	First Aider	Formal Qualification	By Mar 2024		Completed
	Manual Handling	Formal Qualification	By Mar 2025		Pending
Financial Year	Amount to be included in the budget at 2022 Prices (£)			Comments	
2022/23	£1,500			Underspent £1,065	
2023/24	£3,000			Overspent £42	
2024/25	£6,000				
2025/26	£7,000				
2026/27	£8,000				

Reviewed:
Annual Statutory Meeting, 22nd May 2024