

## **Penybont & Llandegley Community Council**

### **Training Plan –2025/27**

All members of Penybont & Llandegley Community Council will be expected to undertake relevant training modules to assist with their work and participation in council matters. Training is crucial to ensure that all members are aware of the correct procedures.

The Local Government and Elections Act 2021 Section 67 requires community councils to make an publish a plan about the training provision for its members. The Council is asked to review this plan to the end of 2025/26.

Most training will be delivered by One Voice Wales on a remote individual basis.

The Council may wish to purchase in particular modules for the benefit of the whole council.

Staff training will mainly be delivered by the Society of Local Council Clerks (SLCC) as sector specific training. Other training providers may be identified.

### **Training Needs Analysis**

**Scale 1 (Desirable) - 5 (Crucial)**

#### **Councillors**

	<b>Importance</b>	<b>Need</b>	<b>Overall Score</b>	<b>Est Delivery Date</b>
Induction with Clerk	5	5	25	New members
Code of Conduct	5	5	25	New members  Possible review for existing members
The Council	4	4	16	New members
The Council as an Employer	5	5	25	Personnel/Appeals Committees
Effective Staff Management	5	4	20	Personnel/Appeals Committees
In-House Clerk's Sessions	4	4	16	Intermittent
Project Briefings	5	4	20	Intermittent
One Voice Wales Modules	3	4	12	On request by individual member

### **Clerk & Responsible Financial Officer (Staff)**

	<b>Importance</b>	<b>Need</b>	<b>Overall</b>	<b>Date</b>
One Voice Wales Modules	4	4	16	
Themed Webinars	3	3	9	
Health & Safety Modules	5	5	25	
SLCC Conferences	5	4	20	

Members may also approach the Clerk about other training opportunities which may be considered by the Town Council.

The Clerk will keep and up to date Training Records for all members and staff.

Members are asked to inform the Clerk of any training accessed for inclusion within the training record.

The Clerk will be responsible for recommending relevant training to individual members and staff in order to enhance an individual's knowledge base within the sector.

The following training was undertaken by Councillors during 2023/24 – 2024/25 financial years: