

Blaenhonddan Community Council

Training Plan commencing 2022-23

The Council resolved to produce its Training Plan following the election in May 2022 so that it may be published and adopted before November 2022. It should be viewed as a living document which can be updated from time to time, and it relates not only to the Council's 18 Members but to any training needs which the Council's staff may identify

Following the election, all Members of Council have been circulated with information about a wide range of training courses with a view to ensuring that Members consider the skills that they need to perform their role as a Councillor or as a member of one of the Council's Committees. In particular, Members were asked to ensure that their level of knowledge was improved or maintained in relation to –

- Basic induction – particularly for new Members
- The Code of Conduct
- Financial Management and Governance.

Members of staff were also circulated and asked to identify their personal training needs, which are intended to supplement those recommended by the Clerk to the Council.

There was a positive response to the self-appraisal exercise that was initiated and this resulted in a training needs summary which could not be delivered in its entirety in the 2022/23 financial year. A start was made for both Members and Staff and the potential for further training has been mapped out to be delivered as budgets permit. The programme is outlined in the following table.

Course Title	Timeline	Source of Training	Target Audience	Attended	Anticipated Cost
2022-23					
LG Finance Refresher	Spring 2022	OVW	Clerk to the Council	1 Staff	£60.00
Omega Accounts Software	Spring 2022	Rialtas	Office Staff	3 Staff	£200.00
Standards and Wellbeing	Spring 2022	SLCC	Assistant Clerk	1 Staff	£45.00
Basic Induction Course	Spring Summer 2022	In house	All 18 Members	14 Members	Nil
New Councillor Induction	As Appropriate	OVW	Relevant Members	2 Members	£70.00
Code of Conduct	Summer 2022	OVW	All Members	3 Members	Nil
Chairing Skills	Summer 2022	OVW	All Members	1 Member	£35.00
Intro LC Administration	Summer 2022	SLCC	Assistant Clerk	1 Staff	£120.00
ILCA to FILCA	Autumn 2022	SLCC	Assistant Clerk	1 Staff	£120.00

2023/24					
Courses identified in Training Needs Analysis	2023/24	OVW	Relevant Members	tbd	tbd
Chainsaw Use	2023/24	tbd	3 Staff	tbd	tbd
Brushcutter Use	2023/24	tbd	1 Staff	tbd	tbd
Manual Handling Refresher	2023/24	tbd	12 Staff	tbd	tbd
Basic First Aid	2023/24	tbd	15 Staff	tbd	tbd
2024/25					
Courses identified in Training Needs Analysis	2023/24	OVW	Relevant Members	tbd	tbd

Courses already identified in Training Needs Analysis include –

- Local Government Finance
- Advanced LG Finance
- Intro to Comm Engagement
- Community Engagement Part 2
- The Council
- The Councillor
- The Council Meeting
- Community Emergency Planning
- Community/Place Planning
- Devolution of Services/ Community Asset Transfer
- Well-being of Future Generations Act 2015/ Sustainability
- Equality and Diversity
- Use of Websites./Social Media
- Grant Applications

In 2022/23, the training budget was only £200.00 but with the new emphasis on promoting training to both Members and staff, Council will need to reconsider its annual budget for this purpose. The Training Needs Analysis will be revisited at the end of each financial year, and this will allow a more detailed programme to be devised for the following year, whilst acknowledging the pressures on budget.

This Plan was approved and adopted by Council on 21 November 2022 Minute 5123 of Council refers).

Rowland Lanchbury
Clerk to the Council