



Cyngor Cymuned | Ynysybwl and Coed-y-Cwm | Community Council

YNYSYBWL & COED-Y-CWM

Training Plan 2026 - 2027

The Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of councillors and employees.

This training plan has been prepared based on guidance issued by One Voice Wales and the Society of Local Council Clerks. 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 out 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.

The purpose of the training plan is to ensure that collectively, councillors and employees possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all councillors and employees to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community and town councillors to reflect the training needs resulting from changes to council membership and to provide for the election of new councillors. This is the Community Council's second training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to the Clerk to the Council/RFO, annual performance reviews identify individual training opportunities. To determine councillors' immediate training priorities an initial training needs analysis has been made of the essential skills needed and an assessment made as to whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively.

The Clerk to the Council's knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. A further assessment of councillor training needs will be conducted, when councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities.

Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic Induction for Councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial Management and Governance.

In terms of the Council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
All councillors	Basic Induction to the council	Induction pack and one to one advice from the Clerk/RFO	At beginning of term	Basic induction	
All councillors	Code of Conduct Mod 9	Formal Training	Within 3 months of election	All new & returning councillors	
Clerk to the Council/RFO	Certificate in Local Council Admin Continuous Professional Development	Formal Qualification Attendance at sector specific conferences and training seminars throughout the financial year Formal Training	Passed 2021	Allows council to apply for GPOC if all three eligible criteria are met	
ChairPerson(s)	Chairing Skills Mod 10	Chair of Council/Committee(s)	When Chair		
HR Committee	The Council as an Employer Mod 3	Formal Training	Members of HR Committee		
Finance Committee	Local Govt Finance Mod 6	Formal Training	Members of Finance Committee		
Finance Committee	Advanced Local Government Finance Module 21	Formal Training	Members of Finance Committee		
All Councillors	The Council Meeting – Module 5	Formal Training	All new Councillors		

All Councillors	Code of Conduct	Formal Training	All new Councillors & at the start of each new election year	All councillors sign the code of conduct	
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ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years): (This table to include the amount in the 2026/27 budget) Financial Year

Amount to be included in the budget at current Prices (£)

Comments

2025/26

2025/26 1,200

Remaining £1,118

Underspent

2026/27

£2,500

2027/28

£3,000

2028/29

£1,200

2029/30

£1,200