

PONTHIR COMMUNITY COUNCIL

Training Plan 2025 - 2027

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

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

In-house training and development – statement of intent

Action	Notes/Sources	Due Date
Clerk to review induction information for new members and update as necessary	Code of Conduct, Standing Orders, Financial regulations, GDPR etc	Ongoing
Clerk to deliver in-house induction and highlight training opportunities for new members	OVW training programme, Welsh Government, Local County Council, Planning Aid Wales etc	Ongoing
All members to be encouraged to undertake One Voice Wales basic on-line training when available	Code of Conduct, Understanding the Law, The Councillor, The Council Meeting, Local Government Finance etc	Ongoing
Clerk to undertake training regarding updates on all legal and financial requirements to ensure continuous learning and development	SLCC/OVW etc	Ongoing

Formal Training Available

Training Basic online	Anticipated members undertaking training in 2025/26	Costs £	Anticipated members undertaking training in 2026/27	Costs £
Role of Councillor				
Code of Conduct – Module 9				
Understanding the Law – Module 4	1			
Local Government Finance – Module 6	2	FOC	1	FOC
Advanced Local Government – Module 21				
Understanding the Planning system				
Equality & Diversity				
Information Management				
Health & Safety – Module 7	1			
Chairing Skills – Module 10			1	FOC
Use of IT, social media and websites				
The Council as an Employer - Module 3	1	FOC		
The Council – Module 1 & 2				
The Council Meeting				
Introduction to Community Engagement				
Attendance/preparation of meetings and events				
Effective Staff Management – Module 18				
New Councillor Induction	1	FOC		
Defibrillator Training				
SLCC/OVW Conference	1	£90		£90
Biodiversity Modules 1 & 2 Module 25 & 26	1	FOC		
Creating a Community Place Plan				
Finance & Government Toolkit – Module 24				
Cost (Highlighted Courses are FOC)		£90		£90

Training Attended 2025/26

Councillor	Training Attended	Date Attended
Cllr Mary Leighton	Biodiversity Modules 1 – Module 25	11/06/26
Cllr Ian Danaher	The Council as an Employer	Tba
Cllr Louise Scales	Understanding the Law	Tba
Cllr Paul Buffrey	Local Government Finance – Module 6	18/06/26
Cllr Roger Morgan	Health & Safety – Module 7	13/05/26
Cllr Adrian Lang	New Councillor Induction	23/06/26
Cllr Adrain Lang	Local Government Finance – Module 6	18/06/26
Cllr Adrain Lang	Creating A Community Place Plan – Module 12	25/06/26

Planned Training 2026/27

Cllr Mary Leighton	Chairing Skills	27/05/26
Cllr Mary Leighton	Community Flood Plan (NRW)	June 26
Cllr Ian Danaher	Community Flood Plan (NRW)	June 26
Cllr Roger Morgan	Local Government Finance – Module 6	19/05/26

Staff

Clerk – L McMail	SLCC Clerks - Wales Webinar	May 26
Clerk – L McMail	OVW – Year End 2025/26	April 26
Clerk – L McMail	Community Flood Plan (NRW)	June 26

Date approved by Council – May 2026