



LLANHARAN COMMUNITY COUNCIL TRAINING PLAN

Review 2025/26 - 2026/27

Plan approved: 21st May 2026

Minute reference: 2026/172

Background to annual review

Llanharan 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.

The training plan was 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 first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

Regarding council employees, 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 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 later in the financial year, when new 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 addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for councillors and employees to attain going forward from the publication of this inaugural training plan.

This training plan identifies initial requirements and is a snapshot of the training needs at this point in time. The plan will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

The training plan is published on the Council Website.

The Council's training plan is set out in the following tables.

Training completed by current Councillors is listed at the bottom of this document. (Note: The list is not exhaustive and may not cover any training completed prior to 2021. Should any members have evidence of any training completed but not listed in this period, please contact the Clerk so the record can be updated).



Member training						
WHO	WHAT	HOW	WHEN	COMMENTARY	REVIEW 25 PROGRESS	COMPLETED 25/26 (total over time)
All councillors	Basic in-house induction to the Council	Induction pack and one to one advice/support delivered by Clerk.	At point of election/co-option	<p>Basic induction providing an overview and understanding of how the Council operates. A member information pack was issued to all new Councillors to support the induction Program incorporating the following:</p> <ul style="list-style-type: none"> -Financial regulations. -Standing orders. -Good Councillor's guide. -Schedule of code of conduct. -Ombudsman's guide to code of conduct. -OVW Code of conduct online training pack -Declaration of acceptance of office - Councillor personal information sheet - Register of members interest form. - Vexatious policy 	To be completed by all new councillors within 6 months	All new councillors
All councillors	OVW training module – 'New Councillor induction'	Formal training	Within 6 months of taking office (new councillors)		To be completed by all new councillors within 6 months	All new councillors
All councillors	OVW training module 1 –	Formal training	Over financial years	<ul style="list-style-type: none"> • The Council as a Corporate Body • The "Team" of Members and Staff 	Proposed for all non-county	All new



	The Council		2024/25 and 2025/26	<ul style="list-style-type: none"> • The Council's Role • Working with Unitary Authorities • Building Partnership Working 	borough members who have not completed minus those who have self-assessed as not required and those who have not already attended (9)	councillors
All councillors	OVW training module 2 – The Councillor	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • The Councillor and their Commitment • Register of Interests • Code of Conduct and Ethical Behaviour • Monitoring Officers and Standards Committees • Debating and Making Decisions • Representing Your Electorate • Building Bridges 	Proposed for all non-county borough members who have not completed minus those who have self-assessed as not required and those who have not already attended (9)	All new councillors (4)



All councillors	OVW training module 4 – Understanding the law	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • Statutory duties and powers • Ultra Vires • The Powers of Delegation • Welsh Language Act • The duty to promote Equal Opportunities • Data Protection and FOI Act • Sources of advice 	Proposed for 33% of members upon request minus one member who has attended. (4)	1 new councillor (2)
All councillors	OVW training module 7 – Health & Safety	Formal training	Over financial years 2024/25 and 2025/26	To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.	Proposed For 33% of members upon request minus one member who has attended (4).	1 (2)
All councillors	OVW training module 9 – Code of conduct	Formal training	Over financial years 2024/25 and 2025/26	<p>A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.</p> <p>The module specifically covers the following:</p> <p>The Nolan Principles What Councillors must do and must not do Personal/Prejudicial interests Predetermination & Predisposition How the Code is Policed</p>	Proposed for non-county borough members who have not completed minus those who have self-assessed as not required and those who have not	2 (5)



				Note: The Council's Standing Orders dictate that this training must be carried out within 6 months of a member signing their declaration of acceptance of office.	already attended (9)	
Council and Committee Chairs	OVW training module 5 – The Council meeting	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • Calling meetings • Types of meetings • Standing Orders • Agendas • Conducting the meeting • Passing resolutions • Recording proceedings 	Proposed for 33% of members upon request (5)	1 (1)
Council and Committee Chairs	OVW training module 10 – Chairing skills	Formal training	Over financial years 2024/25 and 2025/26	To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings	Proposed for all Council and Committee Chairs and Deputy Chairs. Taking into account those current chairs and deputies who have already attended = 5 (Est 3 tbc)	1 (5)
Members of the Audit Committee	OVW training module 6 – Local government	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • The Role of the Responsible Finance Officer • Accounting and Strategy Guidance • Financial Regulations and Risk Assessment • Budgets and Precepts 	Proposed for members of Audit committee (5)	1 (1)



	finance			<ul style="list-style-type: none"> • Internal and External Audit • Insurance • Income and Expenditure Powers • Other Sources of Income 		
Members of the Audit Committee	OVW training module 21 – Understanding local government finance - Advanced	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • Governance and Accountability • Roles and Responsibilities • The Annual Governance Statement • The Statement of Accounts • Internal Controls and their Review • Compliance with the Law • The Rights of Electors • Risk Assessment • Internal Audit • Liabilities and Commitments • Trust Funds • Reserves and Provisions • Investments 	Proposed for members of Audit Committee except one member who has already attended (4)	0 (1)
Members of the Human Resource Committee	OVW training module 3 – The council as an employer.	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> • Contracts of Employment • Role and Person Specification • Recruitment and Retention • Discipline, Grievance and Appeals • Health and Safety • Training and Development • Sources of Advice 	Proposed for members of HR Committee (5)	0 (1)
Members of the Human	OVW training module 18 –	Formal training	Over financial years 2024/25	To provide an insight into the ways in which Councils can arrange for the effective management of their staff.	Proposed for members of	0 (0)



Resource Committee	Managing staff		and 2025/26		HR Committee (5)	
Members of the Community engagement committee	OVW training module 8 – Introduction to Community engagement	Formal training	Over financial years 2024/25 and 2025/26	The aim of this introductory module is to explore what is meant by the term ‘community engagement’ and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.	Proposed for members of CEC (5)	0 (0)
Members of the Community engagement committee	OVW training module 13 – Community engagement Part 2 (Tools and techniques)	Formal training	Over financial years 2024/25 and 2025/26	To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.	Proposed for members of CEC (5)	0 (0)
Members of the ORA Committee and any other interested councillors	OVW training module 25 – Biodiversity part 1	Formal training	Over financial year 2026/27	<ul style="list-style-type: none"> Basics of biodiversity, nature recovery and ecology. ‘5 pillars of biodiversity’ as in the guidance document. Writing robust BAPs and Section 6 Reports Meeting Section 6 duty of biodiversity and ecosystem resilience. 	Proposed for members of the ORA Committee (5) and any other interested councillors	2 (1)
Members of the	OVW training	Formal training	Over financial	<ul style="list-style-type: none"> Basics of biodiversity, nature recovery and ecology. 	Proposed for	2 (1)



ORA Committee and any other interested councillors	module 26 – Biodiversity part 2		year 2026/27	<ul style="list-style-type: none"> • ‘5 pillars of biodiversity’ as in the guidance document. • Writing robust BAPs and Section 6 Reports • Meeting Section 6 duty of biodiversity and ecosystem resilience. 	members of the ORA Committee (5) and any other interested councillors	
Staff training						
The Clerk and / or Deputy Clerk	Certificate in Local Council Administration (CiLCA)	Formal Qualification	Financial year 2025/26	<p>The CiLCA qualification is the SLCC recognized formal qualification for Council Officers.</p> <p>The qualification provides a broad knowledge of all the aspects of a clerk’s work including roles and responsibilities, the law, procedures, finance planning and community involvement.</p> <p>CiLCA has been tailored to meet the occupational standards for clerks and chief officers of a local council.</p> <p>The Clerk being CiLCA qualified is one of the requirements for a council to achieve the General power of competence.</p>	Proposed for the Clerk (1)	<p>Commenced April 2026.</p> <p>Asst clerk commenced ILCA Feb 26</p>
The Clerk and/or Deputy Clerk	OVW training modules 1-10 Plus modules 13-20 and module 22.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)	3, 5, 10 done
The Responsible Financial Officer (RFO)	OVW training modules 6 and 21.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed	(1)



Senior grounds-person and groundsperson	Manual handling	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)	
Senior grounds-person and groundsperson	Hand-Arm Vibration training.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)	
Senior grounds-person and groundsperson	Lone worker safety	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)	



ESTIMATED COSTS OF THE TRAINING FOR MEMBERS IN EACH FINANCIAL YEAR FOR THE CURRENT COUNCIL TERM TO MAY 2027 (To be included in the annual budget for each of the remaining financial years of the term):

(This table to include the amount in the 2024/25 budget)

Note: This analysis assumes no change of membership of the council and assumes a total of 4 chairs (for 6 positions).

It also assumes a 75% take up of the training by members

Financial Year	Amount to be included in the budget at 2024 Prices	Comments
2024/25	£1,080	Comprising all costs for training detailed above for members training split over 2 years. Note 2024/25 budget is £750 for member training so virements from general reserves would be required to meet this plan should all training be completed.
2025/26	£1,080	Comprising all costs for training detailed above for members training split over 2 years.
2026/27	£1,100	

Note: Members to arrange their own training in line with this plan, informing the Clerk accordingly. Where limited spaces are allocated by the plan then members to check with the Clerk prior to booking.



ESTIMATED COSTS OF THE TRAINING FOR STAFF IN EACH FINANCIAL YEAR FOR THE CURRENT COUNCIL TERM TO MAY 2027 (To be included in the annual budget for each of the remaining financial years of the term):

(This table to include the amount in the current 2024/25 budget)

Note: This analysis assumes no change of staff headcount or staff turnover.

It also assumes a 75% take up of the training by staff

Financial Year	Amount to be included in the budget at 2024 Prices	Comments
2024/25	£605	Comprising all costs for training detailed above for staff training split over 2 years. Note 2024/25 budget is £750 for staff training so no virements from general reserves would be required to meet this plan should all training be completed over 2 years.
2025/26	£1,605	Comprising all costs for training detailed above for staff training split over 2 years. Plus CILCA
2026/27	£1,800	



Current training log (at May 2026)

Member	Training	Date
Mark Steer	Biodiversity Part 2 – Module 26	May 25
	OVW Section 6 Biodiversity workshop	November 25
	Biodiversity Part 1 – Module 25	May 25
	Code of Conduct – Module 9	June 25
	Chairing Skills – Module 10	August 23
	RCT Code of Conduct Training	June 22
Claire Morgan	New Councillor Induction	November 24
	Code of Conduct – Module 9	February 25
	The Council – Module 1	TBC
	The Councillor - Module 2	October 25
	Local Government Finance – Module 6	TBC
Rhys.A.Jenkins	New Councillor Induction	March 25
Neil Feist	Making Effective Grant Applications – Module 7	Aug 24
	Chairing Skills – Module 10	Sept 23
	The Councillor as an Employer – Module 3	Sept 23
	Health and Safety – Module 7	August 23
	RCT Code of Conduct	June 22
David Evans	Chairing Skills – Module 10	July 23



Chris Parker	Advanced Local Government Finances – Module 21	Dec 21
Janine Turner	The Councillor – Module 2	Jan 22
	Chairing Skills – Module 10	Dec 21
Will Thomas	Role of a Councillor	2014
	Assessing Planning Applications	2015
	RCT Code of Conduct Training	June 22
	ROSPA Routine Playground inspection course	28 th August 2025
Geraint Hopkins	RCT Code of Conduct Training	June 22
Rhys Jenkins	Chairing skills – Module 10	June 25
Nick Richards	New Councillor induction	June 25
	The Council Meeting - Module 5	July 25
	The Council - Module 1	July 25
	Local Government Finance - Module 6	August 25
	The Councillor - Module 2	July 25
	the Council as an Employer - BOOKED	TBD
Andrew Morgan	New Councillor Induction	August 25
	The Council – Module 1	August 25
	The Councillor – Module 2	August 25
	Understanding the law – Module 4	August 25
	Code of Conduct	August 25
	Health and safety – Module 7	Sept 25



	Biodiversity P1 – Module 25	Sept 25
	Biodiversity P2 – Module 26	Sept 25
	RCTCBC Premises Management Workshop	March 26
	Chairing Skills – Module 10	Booked - May 26
	Local Government Finance – Module 6	Booked - June 26
	Advanced Local Government Finance – Module 21	Booked - June 26
	Finance & Government Toolkit – Module 24	Booked - June 26
	Effective Staff Management – Module 18	Booked - June 26
Andrea James	New Councillor Induction	12 July 2022

Staff Member	Training	Date
Leigh Smith	The Council as an Employer – Module 3	Sept 23
	The Council Meeting – Module 5	August 23
	Chairing Skills – Module 10	August 23
	Legionella responsibilities of a Duty Holder	August 24
	ROSPA Routine Playground inspection course	28 th August 25
	SLCC Level 1 – Safeguarding everyone - BOOKED	TBA
	RCTCBC Premises Management Workshop	March 26
	OVW Planning aid Wales - Improving our local places (Planning and place-making)	March 26
	OVW – Devolution of services training	March 26
	CILCA – Intake April 2026.	April 26 -
	RCT Together Community Resilience and engagement workshop.	April 26
Rebecca Jenkins	Cloudy IT seminar – Maesteg	17 th Sept 25
	Supporting community groups & facilities in RCT	19 th Sept 25



	Managing a community building webinar	10 th Sept 25
	SLCC Level 1 – Safeguarding everyone	8 th January 26
	ILCA	Feb 26 -
	RCTCBC Premises Management Workshop	March 26
Lisa Phillips	Cloudy IT seminar – Maesteg	17 th Sept 25
	OVW Module 28	15 th April 26
	ACCOUNTS CLOSURE AND PREPARATION OF THE ANNUAL RETURN FOR SUBMISSION TO AUDIT WALES	March 26
Cathy Kennedy		
Paul Beach	ROSPA Routine Playground inspection course	28 th August 25
Paul Harris	ROSPA Routine Playground inspection course	28 th August 25