



CLYDACH COMMUNITY COUNCIL TRAINING PLAN

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.

Course Title	Timeline	Source of Training	Target Audience	Attended	Anticipated Cost
2026 - 2027					
Staff					
ILCA	Completed by July 2026	SLCC	Both Assistant Clerks	Assistant Clerk (Admin)	£288
FiLCA	Completed by September 2026	SLCC	Assistant Clerk (Finance)		£144
1 day Emergency First Aid	Early 2026/2027 financial year	External company – First Aid Training	All caretaker staff and Assistant Clerk. One Assistant Clerk already has from other job	3 caretakers 1 assistant clerk	£396
FAW Refresher	June 2026	External Company – First Aid Training	Clerk		£210
Legionella Awareness and temperature testing	July 2026	External company – MSS Water	All staff		£450
Biodiversity Part 1 and 2		OVW	Clerk		£88
Nature Programme Management		OVW	Clerk		£44
Brushcutter Use	May 2026	External	Handyman/caretaker and Councillor	Handyman/Caretaker and 1 councillor	N/A
Councillors					
New Councillor Induction	As Appropriate	OVW	Relevant Members		£44 each
Code of Conduct	As Appropriate	OVW	All Members		£44 each
The Council	As Appropriate	OVW	Relevant Members		£44 each
The Councillor	As Appropriate	OVW	Relevant Members		£44 each

The Council Meeting	As Appropriate	OVW	Relevant Members		£44 each
Chairing Skills	June/July 2026	OVW	Chairs of each committee		£44 each
Local Government Finance	Within 4 months of joining committee	OVW	Members of the Finance and Audit Committee (5)		£44 each
Making Effective Grant Applications	As Appropriate	OVW	Any member		£44 each
Managing your Staff	Within 4 months of joining the staffing committee	OVW	Members of the Staffing Committee (6)		£44 each
The Council as an Employer	Within 4 months of joining the staffing committee	OVW	Members of the Staffing Committee (6)		£44 each
Health & Safety	Within 4 months of joining the Open Spaces and Building Management Committee	OVW	Members of Open Spaces and Building Management Committee (6)		£44 each
Biodiversity Part 1 and 2	Within 4 months of joining the Environment Committee	OVW	Environment Committee (5)		£88 each
Nature Programme Management		OVW	Chair of Environment Committee		£44 each