

Llandrindod Wells Town Council

Training Plan – 2023/24 – Adopted 15.08.23

All members of Llandrindod Wells Town Council will be expected to undertake relevant training modules to assist with their work and participation in council matters. Training is crucial to ensure that all members are aware of the correct procedures.

The Local Government and Elections Act 2021 Section 67 requires community councils to make an publish a plan about the training provision for its members. The first training plan was to be published in May 2023 and this is report forms the subsequent review.

Most training will be delivered by One Voice Wales on a remote individual basis.

The Council may wish to purchase in particular modules for the benefit of the whole council.

Clerk (Staff) training will mainly be delivered by the Society of Local Council Clerks (SLCC) as sector specific training. Other training providers may be identified.

Training Needs Analysis

Scale 1 (Desirable) - 5 (Crucial)

Councillors

	Importance	Need	Overall Score	Est Delivery Date
Basic Induction	5	5	25	New members
Code of Conduct	5	5	25	New members Possible review for existing members
The Council	4	3	12	New members
The Council as an Employer	5	5	25	Personnel/Appeals Committees
Effective Staff Management	5	4	20	Personnel/Appeals Committees
In-House Clerk's Sessions	4	4	16	Intermittent
Project Briefings	5	4	20	Intermittent
	3	4	12	On request by individual member

Clerk & Responsible Financial Officer (Staff)

	Importance	Need	Overall	Date
National Conference	4	4	16	Oct 2023
Practitioners Conference	4	4	16	Feb 2024
Enhanced VAT Training	5	5	25	Prior to 31.03.23
Employer Training	5	5	25	Prior to 31.03.23
Themed Webinars	3	3	9	Intermittent

Members may also approach the Clerk about other training opportunities which may be considered by the Town Council.

The Clerk will keep and up to date Training Record for all members and staff.

Members are asked to inform the Clerk of any training accessed for inclusion within the training record.

The following training was undertaken by Councillors during 2022/23 financial year:

Councillor	Training Module
Cllr Wade Curzon	Code of Conduct
Cllr Steve Deeks-D'Silva	Induction Code of Conduct Chairing Skills Planning Training Intro to Community Engagement Manual Handling Understanding Psychopathic & Narcissistic Behaviour How to Engage your Community on the Climate Emergency
Cllr Jamie Jones	Induction Training Code of Conduct Planning Manual Handling Chairing Skills
Cllr Jonathan Jones	Induction Training Code of Conduct
Cllr David Markinson	Induction Training Code of Conduct
Cllr Sian Meredudd	Code of Conduct

Cllr Marcia Morgan	Induction Training Code of Conduct Chairing Skills Governor Hearings Training Manual Handling Understanding Data (Primary Schools) Introduction to Community Engagement Volunteer Training
Cllr Kim Nicholls	Induction Training Code of Conduct Health & Safety The Council as an Employer Understanding the Law Planning Training Manual Handling Diversity & Equality Chairing Skills Information Management Module 10
Cllr Jill Shaw	Induction Training Code of Conduct Manual Handling Understanding the Law Introduction to Community Engagement
Cllr Steve Sims	Induction Training Code of Conduct Fuel Poverty Planning Training Manual Handling
Cllr Laurence Weerdmeester-Price	Induction Training Code of Conduct Manual Handling
Cllr Benjamin Williams	Induction Training Code of Conduct Manual Handling

The following training was undertaken by the Clerk during 2022/23 financial year:

Regional Training Seminar Health & Safety Fuel Poverty Planning Manual Handling Awareness COSHH Civility and Respect: Uncovering the Issues for the Public Sector	Fire Safety Awareness International Day of People with Disabilities. Innovative Practice Conference Community Engagement II Chairing Skills Time to Talk About Mental Health Effective Staff Management Carbon Literacy
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