

**Name of Council: LLANNON COMMUNITY COUNCIL**

## **TRAINING PLAN**

**Date approved by Council: 21<sup>st</sup> June 2023**

**Date of First Planned Review: Annual Council Meeting May 2024**

*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.

<b>Councillor &amp; Committees</b>	<b>Training completed 2021/23</b>	<b>Training to be arranged in 2023/24</b>	<b>Training to be arranged in 2024/25</b>	<b>Training to be arranged in 2025/26</b>	<b>Training to be arranged in 2026/27</b>
<b>Cllr Julie Owen (Chair)</b>  Finance Personnel Assets Policy Review Hall	Code of Conduct  New Councillor Induction  Chairing Skills  IICA  Ten Towns Circular Economy	Understanding the Law  Local Government Finance (Part 1)  Local Government Finance (Part 2)  Council as an Employer  Managing your staff  Equality & Diversity  Health and Safety  Mediation & Conciliation  Accident Reporting (RIDDOR) Interactive  OVW Innovative Practice Conference  OVW Annual Conference	Planning  Introduction into Community Engagement  Community Engagement (Part 2)  FiLCA	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Cllr Ruth Davies (Vice-Chair)</b>  Finance Personnel Assets Policy Review Environment	Code of Conduct  New Councillor Induction  Chairing Skills  Local Government Finance (Part 1)	Understanding the Law  Local Government Finance (Part 2)  Council as an Employer	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Information Management  Use of IT, Websites & social media

	<p>Introduction into Community Engagement</p> <p>Ten Towns Circular Economy</p>	<p>Sustainability (Well Being of Future Generations)/Law</p> <p>Managing your staff</p> <p>Equality &amp; Diversity</p> <p>Health and Safety</p> <p>Mediation &amp; Conciliation</p> <p>Accident Reporting (RIDDOR) Interactive</p> <p>OVW Innovative Practice Conference</p> <p>OVW Annual Conference</p>			
<p><b>Cllr Nigel Thomas</b></p> <p>Finance</p> <p>Personnel</p> <p>Assets</p>		<p><b>Code of Conduct</b></p> <p>Chairing Skills</p> <p>Understanding the Law</p> <p>Local Government Finance (Part 1)</p> <p>Local Government Finance (Part 2)</p> <p>Council as an Employer</p> <p>Managing your staff</p> <p>Equality &amp; Diversity</p>	<p>Planning</p> <p>Introduction into Community Engagement</p> <p>Community Engagement (Part 2)</p>	<p>Code of Conduct</p> <p>Community Emergency Planning</p> <p>Community/Place Planning</p>	<p>Sustainability (Well Being of Future Generations)</p> <p>Information Management</p> <p>Use of IT, Websites &amp; social media</p>

		Health and Safety			
<b>Cllr Phil Owen</b>  Finance Personnel Assets Environment	Code of Conduct  The Council  ROSPA Inspector	Understanding the Law  Local Government Finance (Part 1)  Local Government Finance (Part 2)  Council as an Employer  Managing your staff  Equality & Diversity  Health and Safety	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)/Law  Information Management  Use of IT, Websites & social media
<b>Cllr Michael Jones</b>  Personnel Assets Hall	Code of Conduct	Understanding the Law  Council as an Employer  Managing your staff Equality & Diversity  Health and Safety	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Cllr Sarah Stewart</b>  Finance Appeals	Code of Conduct	Chairing Skills  Understanding the Law  Local Government Finance (Part 1)  Local Government Finance (Part 2)	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media

		Council as an Employer Equality & Diversity			
<b>Cllr Llinos Davies</b>  Finance Appeals	Code of Conduct  The Council Meeting Equality and Diversity	Understanding the Law  Local Government Finance (Part 1)  Local Government Finance (Part 2)  Council as an Employer	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Cllr Chris Bowkett</b>  Appeals		<b>Code of Conduct</b>  Understanding the Law  Council as an Employer  Equality & Diversity	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Cllr Dot Jones</b>	Code of Conduct	Understanding the Law	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Cllr Gary Jones</b>	Code of Conduct	Understanding the Law	Planning  Introduction into Community Engagement Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management

					Use of IT, Websites & social media
<b>Cllr Rhys Jones</b>	Code of Conduct	Understanding the Law	Planning Introduction into Community Engagement Community Engagement (Part 2)	Code of Conduct Community Emergency Planning Community/Place Planning	Sustainability (Well Being of Future Generations) Information Management Use of IT, Websites & social media
<b>Cllr Emyr Gwyn Evans</b> Appeals Environment Hall		<b>Code of Conduct</b> Understanding the Law Council as an Employer Equality & Diversity Health and Safety	Planning Introduction into Community Engagement Community Engagement (Part 2)	Code of Conduct Community Emergency Planning Community/Place Planning	Sustainability (Well Being of Future Generations) Information Management Use of IT, Websites & social media
<b>Cllr Steve Eldridge</b> Hall	Code of Conduct	Chairing Skills Understanding the Law Health and Safety	Planning Introduction into Community Engagement Community Engagement (Part 2)	Code of Conduct Community Emergency Planning Community/Place Planning	Sustainability (Well Being of Future Generations) Information Management Use of IT, Websites & social media
<b>Cllr Christopher Davies</b> Hall Environment	Code of Conduct	Understanding the Law Health and Safety	Planning Introduction into Community Engagement Community Engagement (Part 2)	Code of Conduct Community Emergency Planning Community/Place Planning	Sustainability (Well Being of Future Generations) Information Management Use of IT, Websites & social media

<b>Cllr Joanne Anderson</b>  Appeals	Code of Conduct	Understanding the Law  Council as an Employer  Equality & Diversity	Planning  Introduction into Community Engagement  Community Engagement (Part 2)	Code of Conduct  Community Emergency Planning  Community/Place Planning	Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media
<b>Clerk</b>	SLCC Annual Conference (3 days)  Community Asset Place Training (2 days)  Cemetery Management & Compliance (2 days) 2021  CiLCA (ongoing)  Local Government Finance (Part One)  Equality & Diversity  GDPR  Fire Safety Interactive  Fire Wardens Interactive  Creating a Community Plan  Use of IT, Websites & social media	CiLCA (ongoing)  Level 3 Certificate in Community Development  OVW Annual Conference  SLCC Annual Conference  SLCC & OVW Joint Event  Level 1 Safeguarding Everyone  Managing your staff  Health and Safety  Mediation & Conciliation  Fire Safety Interactive  Fire Wardens Interactive	Level 4 Community Governance  OVW Innovative Practice Conference  OVW Annual Conference  SLCC Annual Conference  Data Protection UK  Disciplinary and Grievance Procedures Interactive  Food Allergies Interactive  Leadership Interactive  Risk Assessment (Refresher)  Stress Management (Managers) Interactive  Safeguarding Adults at Risk Level One Interactive	Level 4 Community Governance  Code of Conduct  Community Emergency Planning  Community/Place Planning  OVW Innovative Practice Conference  OVW Annual Conference  SLCC Annual Conference	Level 5 Community Governance  Sustainability (Well Being of Future Generations)  Information Management  Use of IT, Websites & social media  OVW Innovative Practice Conference  OVW Annual Conference  SLCC Annual Conference

		<p>First Aid in the Workplace (Managers) Interactive</p> <p>Accident Reporting (RIDDOR) Interactive</p> <p>Alcohol Licensing Law Interactive</p> <p>Communication Interactive</p> <p>Cyber Security Energy Efficiency Awareness (Managers) Interactive</p> <p>Environmental Awareness Interactive</p> <p>OVW Innovative Practice Conference</p> <p>Food Safety Level 2 Interactive</p> <p>Freedom of Information Act Interactive</p> <p>Health and Safety for Directors Interactive</p> <p>Health and Wellbeing Interactive</p> <p>Information Security Interactive</p>	<p>Safeguarding Children and Adults at Risk Interactive</p> <p>Safeguarding Children Level One Interactive</p> <p>Talent Management Interactive</p> <p>Teamwork Interactive</p> <p>Time Management</p> <p>Winter Weather Awareness Interactive</p> <p>Working with Young People Interactive</p>		
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		<p>Introduction to Health and Safety Audits Interactive</p> <p>Lone Working (Managers) Interactive</p> <p>Manual Handling Interactive</p> <p>Mental Health Legislation Interactive</p> <p>Modern Slavery Act Interactive</p> <p>Office Safety Interactive</p> <p>Risk Assessment Interactive</p> <p>Serving Alcohol Responsibly Interactive</p> <p>Slips, Trips and Falls Interactive</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p>			
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<b>Deputy-Clerk</b>	IlcA	Level 3 Certificate in Community Development	CiLCA	CiLCA (continued)	Level 4 Community Governance
	FiLCA		OVW Innovative Practice Conference	Code of Conduct	Sustainability (Well Being of Future Generations)
	Code of Conduct	OVW Innovative Practice Conference	OVW Annual Conference	OVW Innovative Practice Conference	
	SLCC Annual Conference (3 days)	OVW Annual Conference	SLCC Annual Conference	OVW Annual Conference	Information Management
	Community Asset Place Training (2 days)	SLCC Annual Conference	Disciplinary and Grievance Procedures Interactive	SLCC Annual Conference	Use of IT, Websites & social media
	Ten Towns Circular Economy	Managing your staff	Food Allergies Interactive	Community Emergency Planning	OVW Innovative Practice Conference
	Clerking in Action VAT for local Councils	Equality & Diversity Health and Safety	Leadership Interactive	Community/Place Planning	OVW Annual Conference
	Local Councils Accounts	Mediation & Conciliation	Risk Assessment (Refresher)		SLCC Annual Conference
	Cemetery Management & Compliance (2 days) 2023	First Aid	Stress Management (Managers) Interactive		
		Accident Reporting (RIDDOR) Interactive	Safeguarding Adults at Risk Level One Interactive		
		Alcohol Licensing Law Interactive	Safeguarding Children and Adults at Risk Interactive		
		Communication Interactive	Safeguarding Children Level One Interactive		
		Cyber Security Energy Efficiency Awareness (Managers) Interactive	Talent Management Interactive		
		Environmental Awareness Interactive	Teamwork Interactive		
		Time Management			

		<p>Food Safety Level 2 Interactive</p> <p>Freedom of Information Act Interactive</p> <p>Health and Safety for Directors Interactive</p> <p>Health and Wellbeing Interactive</p> <p>Information Security Interactive</p> <p>Introduction to Health and Safety Audits Interactive</p> <p>Lone Working (Managers) Interactive</p> <p>Manual Handling Interactive</p> <p>Mental Health Legislation Interactive</p> <p>Modern Slavery Act Interactive</p> <p>Office Safety Interactive</p> <p>Risk Assessment Interactive</p> <p>Serving Alcohol Responsibly Interactive</p>	<p>Winter Weather Awareness Interactive</p> <p>Working with Young People Interactive</p>		
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		Slips, Trips and Falls Interactive Spill Prevention and Control Interactive Stepladder and Ladder Safety Interactive Steward Training Interactive			
<b>Facilities &amp; Administration Officer</b>	IICA SLCC Annual Conference (3 days) Cemetery Management & Compliance (2 days) 2023	Level 3 Certificate in Community Development SLCC Annual Conference First Aid Health and Safety Fire Safety Interactive Fire Wardens Interactive First Aid in the Workplace (Employees) Interactive Accident Reporting (RIDDOR) Interactive COSHH Interactive Data Protection UK Driving Safety Interactive	SLCC Annual Conference Driving Safety (Refresher) Environmental Awareness (Refresher) Manual Handling (Refresher) Office Safety (Refresher) Personal Protective Equipment (PPE) (Refresher) Risk Assessment (Refresher)	TBC	TBC

		<p>DSE Interactive</p> <p>Energy Efficiency Awareness (All Staff) Interactive</p> <p>Environmental Awareness Interactive</p> <p>Manual Handling Interactive</p> <p>Office Safety Interactive</p> <p>Risk Assessment</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p>			
<b>Facilities Officer</b>	<p>ROSPA Inspector (2022)</p> <p>Memorial Management Inspection Workshop (2021)</p> <p>Cemetery Management &amp; Compliance (2 days) 2021</p> <p>Memorial Management Inspection Workshop (2021)</p>	<p>Health and Safety</p> <p>Fire Safety Interactive</p> <p>Fire Wardens Interactive</p> <p>First Aid in the Workplace (Employees) Interactive</p> <p>Accident Reporting (RIDDOR) Interactive</p> <p>Asbestos Awareness Interactive</p> <p>COSHH Interactive</p>	<p>Confined Spaces Interactive</p> <p>Driving Safety (Refresher)</p> <p>Environmental Awareness (Refresher)</p> <p>GHS Classification Interactive</p> <p>Manual Handling (Refresher)</p> <p>Office Safety (Refresher)</p>	TBC	TBC

		<p>Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Interactive</p> <p>Data Protection UK</p> <p>Driving Safety Interactive</p> <p>DSE Interactive</p> <p>Electrical Safety Interactive</p> <p>Energy Efficiency Awareness (All Staff) Interactive</p> <p>Environmental Awareness Interactive</p> <p>Hand-Arm Vibration Interactive</p> <p>Health &amp; Safety for Cleaners Interactive</p> <p>Hot Weather Conditions Interactive</p> <p>Induction Safety Interactive</p> <p>Introduction to Health and Safety Audits Interactive</p> <p>Legionella Interactive</p>	<p>Personal Protective Equipment (PPE) (Refresher)</p> <p>Risk Assessment (Refresher)</p>		
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		<p>Lifting Operations and Lifting Equipment Regulations (LOLER) Interactive</p> <p>Lone Working (Employees) Interactive</p> <p>Manual Handling Interactive</p> <p>Noise Awareness Interactive</p> <p>Office Safety Interactive</p> <p>Personal Protective Equipment (PPE) Interactive</p> <p>Provision and Use of Work Equipment Regulations (PUWER) Interactive</p> <p>Risk Assessment</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p>			
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<b>Playground Inspector &amp; Fire Safety Officer</b>	<p>Level 1 Award in Health &amp; Safety in a Construction Environment (2019)</p> <p>Routine Inspections of Children's Playgrounds (2019)</p> <p>Emergency First Aid at Work (2019)</p> <p>Level 3 Award in Emergency First Aid at Work (2019)</p> <p>Level 2 Award in Safe Use of Brush-Cutters &amp; Trimmers (2019)</p> <p>Memorial Management Inspection Workshop (2021)</p> <p>Tractor Driving (2021)</p> <p>Pesticide &amp; Pest Control PA1 (2021)</p> <p>Level 2 Award in Felling &amp; Processing Trees up to 380mm (2019)</p> <p>ROSPA Inspector</p>	<p>Level 3 Award in Emergency First Aid at Work</p> <p>Fire Safety Interactive</p> <p>Fire Wardens Interactive</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>
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<b>Assets Maintenance Team Lead</b>	<p>Emergency First Aid at Work + Forestry (July 2022)</p> <p>Level 2 Certificate of Competence in Felling Small Trees up to 380mm (June 2022)</p> <p>Level 2 Certificate of Competence in Chainsaw Maintenance &amp; Cross Cutting (June 2022)</p> <p>Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness (October 2022)</p> <p>Level 2 Certificate of Competence in Tree Climbing and Aerial Rescue (September 2022)</p>	<p>Health and Safety</p> <p>Fire Safety Interactive Fire Wardens Interactive</p> <p>Level 3 Award in Emergency First Aid at Work</p> <p>Level 2 Award in Safe Use of Brush-Cutters &amp; Trimmers (2019)</p> <p>Pesticide &amp; Pest Control PA1 (2021)</p> <p>Memorial Management Inspection Workshop</p> <p>Accident Reporting (RIDDOR) Interactive Asbestos Awareness Interactive</p> <p>COSHH Interactive</p> <p>Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Interactive</p> <p>Data Protection UK</p> <p>Driving Safety Interactive</p> <p>DSE Interactive</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>
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		<p>Electrical Safety Interactive</p> <p>Energy Efficiency Awareness (All Staff) Interactive</p> <p>Environmental Awareness Interactive</p> <p>Hand-Arm Vibration Interactive</p> <p>)Health &amp; Safety for Cleaners Interactive</p> <p>Hot Weather Conditions Interactive</p> <p>Induction Safety Interactive</p> <p>Introduction to Health and Safety Audits Interactive</p> <p>Legionella Interactive</p> <p>Lifting Operations and Lifting Equipment Regulations (LOLER) Interactive</p> <p>Lone Working (Employees) Interactive</p> <p>Manual Handling Interactive</p> <p>Noise Awareness Interactive</p>			
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		<p>Office Safety Interactive</p> <p>Personal Protective Equipment (PPE) Interactive</p> <p>Provision and Use of Work Equipment Regulations (PUWER) Interactive</p> <p>Risk Assessment</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p>			
<b>Assets Maintenance Team Assistant Lead</b>	<p>Level 1 Award in Health &amp; Safety in a Construction Environment (2019)</p> <p>Routine Inspections of Children's Playgrounds (2019)</p> <p>Emergency First Aid at Work (2019)</p> <p>Level 3 Award in Emergency First Aid at Work (2019)</p> <p>Level 2 Award in Safe Use of Brush-Cutters &amp; Trimmers (2019)</p>	Level 3 Award in Emergency First Aid at Work	TBC	TBC	TBC

	<p>Memorial Management Inspection Workshop (2021)</p> <p>Tractor Driving (2021)</p> <p>Pesticide &amp; Pest Control PA1 (2021)</p>				
<b>Assets Maintenance Operative</b>	<p>Pesticide &amp; Pest Control PA1 (2022)</p> <p>Level 2 Award in Safe Use of Brush-Cutters &amp; Trimmers (2019)</p> <p>Level 2 Award in Felling &amp; Processing Trees up to 380mm (2019)</p>	<p>Level 3 Award in Emergency First Aid at Work (2019)</p> <p>Memorial Management Inspection Workshop</p>	TBC	TBC	TBC
<b>Casual Hall Staff</b>		<p>Serving Alcohol Responsibly Interactive</p> <p>Slips, Trips and Falls Interactive</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p> <p>Fire Safety Interactive</p>			

		<p>Fire Wardens Interactive</p> <p>First Aid in the Workplace (Employees) Interactive</p>			
<b>Y Cwtsh Manager</b>	Food Safety Level 2 Interactive	<p>Level 3 Certificate in Community Development</p> <p>Managing your staff</p> <p>Equality &amp; Diversity</p> <p>Fire Safety Interactive</p> <p>Fire Wardens Interactive</p> <p>First Aid in the Workplace (Employees) Interactive</p> <p>Health and Safety</p> <p>Mediation &amp; Conciliation</p> <p>Manual Handling Interactive</p> <p>Risk Assessment</p> <p>Slips, Trips and Falls Interactive</p> <p>Spill Prevention and Control Interactive</p>	TBC	TBC	TBC

		Stepladder and Ladder Safety Interactive			
<b>Y Cwtsh Volunteers</b>		Food Safety Level 2 Interactive Fire Safety Interactive Fire Wardens Interactive First Aid in the Workplace (Employees) Interactive Manual Handling Interactive Slips, Trips and Falls Interactive Spill Prevention and Control Interactive	TBC	TBC	TBC

Training will be arranged through:

- One Voice Wales
- Planning Aid Wales
- Gower College
- SLCC
- MWMAC
- Work Nest

**ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR** (To be included in the annual budget for each of the next five years):

<b>Financial Year</b>	<b>Amount to be included in the budget at 2023 Prices (£)</b>	<b>Comments</b>
2023/24	£8500	
2024/25	£7500	
2025/26		To be decided
2026/27		To be decided