



Blaenavon Town Council

Training Plan

2022-27

This training plan has been prepared in accordance with **Section 67 of the Local Government and Elections (Wales) Act 2021** and completed based on the guidance issued by One Voice Wales and the Society of Local Council Clerks. Councillor and officer roles have been assessed by reference to a set of core competencies for each role.

This assessment has enabled Blaenavon Town Council to prioritise its resources, thus enabling all roles within the council to be supported using a structured 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 both councillors and officers as well as any turnover of councillors or officers.

Training courses delivered by One Voice Wales are distributed on a monthly basis to all Councillors and Officers. This provides the Council with a flexible approach to continuous personal development. The proposed learning is based on individual requirements using a role specific schedule of competencies documented by both councillors and officers.

The identified individual training needs have been captured within the learning and development plan 2022-27 encompassing an acknowledgement to learning within an agreed and manageable timetable.

A range of additional learning opportunities will also be made available incorporating attendance at sector based conferences delivered by the Society of Local Council Clerks, One Voice Wales, Planning Aid Wales, Audit Wales, and the Welsh Government.

All training courses together with development opportunities for both councillors and officers are arranged via the Chief Officer and documented within the Council's annual training budget. Training courses completed prior to October 2022 have been included within the 2022/23 estimated cost of training.

Programming and Estimated Cost of Training – Learning and Development Plan 2022-27

Courses Identified as Needed (Title)	Role to which they relate	2022/23 Est Cost and No. of Courses	2023/24 Est Cost and No. of Courses	2024/25 Est Cost and No. of Courses	2025/26 Est Cost and No. of Courses	2026/27 Est Cost and No. of Courses	Comments
<u>Module 1 - The Council</u>	Cllr / Officer	£35 x 1 course	£70 x 2 courses				
<u>Module 2 - The Councillor</u>	Cllr / Officer		£70 x 2 courses				
<u>Module 3 - The Council as an Employer</u>	Cllr / Officer		£70 x 2 courses	£70 x 2 courses			
<u>Module 4 – Understanding the Law</u>	Cllr / Officer	£105 x 3 courses	£140 x 4 courses				
<u>Module 5 - The Council Meeting</u>	Cllr / Officer	£35 x 1 course	£35 x 1 course	£35 x 1 course			
<u>Module 6 - Local Government Finance</u>	Cllr / Officer	£70 x 2 courses	£140 x 4 courses	£35 x 1 course	£35 x 1 course		
<u>Module 7 - Health & Safety</u>	Cllr / Officer	£70 x 2 courses	£140 x 4 courses	£35 x 1 course	£35 x 1 course		
<u>Module 8 - Introduction to Community Engagement</u>	Cllr / Officer	£105 x 3 courses	£70 x 2 courses				
<u>Module 9 - Code of Conduct</u>	Cllr / Officer						
<u>Module 10 - Chairing Skills</u>	Cllr / Officer	£105 x 3 courses	£35 x 1 course	£70 x 2 courses	£35 x 1 course		

<u>Module 11 - Community Emergency Planning</u>	Cllr / Officer		£175 x 5 courses				
<u>Module 12 – Creating a Community Plan</u>	Cllr / Officer		£140 x 4 courses				
<u>Module 13 - Community Engagement Part II (Tools & Techniques)</u>	Cllr / Officer	£70 x 2 courses	£105 x 3 courses	£35 x 1 course			
<u>Module 14 - Equality & Diversity</u>	Cllr / Officer		£175 x 5 courses	£35 x 1 course	£35 x 1 course		
<u>Module 15 - Information Management</u>	Cllr / Officer		£315 x 9 courses				
<u>Module 16 - Use of IT, Websites & social media</u>	Cllr / Officer	£35 x 1 course	£175 x 5 courses		£35 x 1 course		
<u>Module 17 - Making Effective Grant Applications</u>	Cllr / Officer		£35 x 1 course	£35 x 1 course	£35 x 1 course		
<u>Module 19 – Devolution of Services / Community Asset Transfer</u>	Cllr / Officer		£35 x 1 course				
<u>Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability</u>	Cllr / Officer		£140 x 4 courses	£105 x 3 courses			
<u>Module 21 – Understanding Local Government Finance – Advanced</u>	Cllr / Officer	£105 x 3 courses		£105 x 3 courses			
<u>Module 22 - Understanding Mediation</u>	Cllr / Officer		£70 x 2 courses	£70 x 2 courses			
<u>Module 23 Successfully taking on a Community Asset Transfer</u>	Cllr / Officer		£70 x 2 courses	£70 x 2 courses			
<u>New Councillor Induction</u>	Cllr / Officer						
<u>Understanding the Planning System (Planning Aid Wales)</u>	Cllr / Officer	£105 x 3 courses	£105 x 3 courses	£35 x 1 course	£35 x 1 course		

One Voice Wales / SLCC Conference	Officer / Cllr	£54 x 1 event	£108 x 2 events	£108 x 2 events	£108 x 2 events	£108 x 2 events
Introduction to Local Council Administration	Officer		£288 x 2 courses			
Certificate in Local Council Administration	Officer			£410 x 1 course		

Role	Training to be arranged in 2022/23 (November onwards)	Training to be arranged in 2023/24	Training to be arranged in 2024/25	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Councillor.	<p>Module 1</p> <p>Module 4</p> <p>Module 5</p> <p>Module 6</p> <p>Module 7</p> <p>Module 8</p> <p>Module 10</p> <p>Module 13</p> <p>Module 16</p> <p>Module 21</p> <p>Understanding the Planning System (Planning Aid Wales)</p>	<p>Module 1</p> <p>Module 2</p> <p>Module 3</p> <p>Module 4</p> <p>Module 5</p> <p>Module 6</p> <p>Module 7</p> <p>Module 8</p> <p>Module 10</p> <p>Module 11</p> <p>Module 12</p> <p>Module 13</p> <p>Module 14</p> <p>Module 15</p> <p>Module 16</p> <p>Module 19</p> <p>Module 20</p> <p>Module 22</p> <p>Module 23</p> <p>Understanding the Planning System (Planning Aid Wales)</p>	<p>Module 3</p> <p>Module 5</p> <p>Module 6</p> <p>Module 7</p> <p>Module 10</p> <p>Module 13</p> <p>Module 14</p> <p>Module 17</p> <p>Module 20</p> <p>Module 21</p> <p>Module 22</p> <p>Module 23</p> <p>Understanding the Planning System (Planning Aid Wales)</p>	<p>Module 6</p> <p>Module 7</p> <p>Module 10</p> <p>Module 14</p> <p>Module 16</p> <p>Module 17</p>	

Estimated Costs of Training in Each Financial Year – 2022 / 27

Financial Year	Amount included in the budget at 2022 Prices (£)	Comments
2022/23	2055	Calculated from the 1 st of April 2022
2023/24	2706	Calculated from the 1 st of April 2023
2024/25	1253	Calculated from the 1 st of April 2024
2025/26	353	Calculated from the 1 st of April 2025
2026/27	108	Calculated from the 1 st of April 2026

Date approved by Council - 26th of October 2022

Signed:



Mayor

Signed:



Chief Officer

Date of First Planned Review - November 2023