

# Jeffreyston 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.

Individual Councillor Training will vary depending on skill, experience and recent training undertaken elsewhere, however, the Community Council must approve any exemptions and make sure that requirements are met.

Councillor training will be arranged through One Voice Wales, Planning Aid Wales as appropriate. The training for the Clerk will be sourced from the Society of Local Council Clerks.

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Role	Training Module/Course	Training Provider	Timeline
New Councillor	The Council – Module 1 The Councillor – Module 2 The Council Meeting – Module 5 Code of Conduct – Module 9	OVW OVW OVW OVW	All within 6-12 months of commencement
Councillors In addition to above	Understanding the Law – Module Introduction to Planning	OVW Planning Aid Wales	Within 6 -12 months of commencement Within 6 – 12 months of commencement
Chair	Chairing skills – Module 10 Managing Staff – Module 18 Council as an Employer - Module	OVW OVW OVW	Within 6 – 12 months of commencement Within 6 – 12 months of commencement Within 6 – 12 months of commencement
Vice Chair	Chairing skills – Module 10 Managing Staff – Module 18 Council as an Employer – Module	OVW OVW OVW	Within 6 -12 months of commencement Within 6 – 12 months of commencement Within 6 – 12 months of commencement
Clerk / Responsible Financial Officer	ILCA (Introduction to Local Council Administration) FILCA (Financial Introduction to Local Council Administration) The Council – Module 1 The Council Meeting – Module 5 Understanding the Law – Module 5 Making Effective Grant Applications Introduction to Planning	SLCC SLCC OVW OVW OVW OVW Planning Aid Wales	Within 6 months of commencement Within 6 months of commencement Within 6 – 9 months of commencement Within 6 – 9 months of commencement Within 6 – 9 months of commencement Within 12 months of commencement Within 12 months of commencement

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ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years):  
(This table to include the amount in the current 2025/26 budget)

Financial Year	Budget Amount	Comments
2024/25	£400.00	
2025/26	£400.00	
2026/27	£500.00	
2027/28	TBA	
		Considerations <sup>1</sup>

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<sup>1</sup> Any available Welsh Government Bursaries or One Voice Wales 'Free Places' should always be considered