

Cyngor Tref Pencoed Town Council



Councillor and Staff Annual Training Plan

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

1. Introduction

- 1.1 This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils.
- 1.2 Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role.
- 1.3 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.
- 1.4 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.

- 1.5 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.

2. Councillor Training

- 2.1 It is recommended that all 13 Councillors and the Town Clerk will undergo refresher training that addresses all recent and relevant legislative updates relating to the functioning and conduct of the Town Clerk and Councillors.
- 2.2 Such training is to be provided by One Voice Wales (OVW) to the Councillors and Clerk, which will either take place at the Council Offices, Salem Chapel Vestry or at the Pavilion, Felindre Road.
- 2.3 In line with the information provided by OVW's website and the costs of last year's training, such training is estimated to cost approximately £500.
- 2.4 It is also advised that new Councillors undergo an introductory session that covers all essential information on what a councillor does, the code of conduct, and the legal duties of a Councillor etc.
- 2.5 This training session costs £42 per attendee and is provided by One Voice Wales.

3. Clerk Training

- 3.1 As agreed under last year's training plan, the Clerk (formerly admin assistant) is in the process of completing his CILCA qualification, this is due to be completed around spring 2026.
- 3.2 The overall cost of the CILCA course amounts to £660, excluding VAT. Note that a £100 bursary was received from the Welsh government to cover the costs of the qualification.

4. Manual Operatives and Community Supervisors

- 4.1 It may be beneficial for the Council's manual operative to undergo essential first aid training.
- 4.2 The cost of first aid training is £173 + VAT per person, and is held at Bridgend Vale Cricket Club.
- 4.3 First aid training could be provided to the Council's toilet attendants at a later date, however the costs of which are not included in this year's training budget.
- 4.4 The Council's manual operative is due to undergo a refresher course in regard to in-service inspection and testing of electrical equipment (PAT).
- 4.5 As this would be a refresher course, it would be provided online for a cost of £30 + VAT.

5. Total Cost of Training as outlined above

- 5.1 All of the mentioned training combined amounts to approximately £1,447, excluding VAT and any further training expenses.
- 5.2 The costs associated being met from within the Training Budget allocated in the Budget for 2025/2026.

6. Recommendation

- 6.1 It is recommended that this report and its contents be accepted and approved by the Full Council.

MD

June 2025.