

PORTSKEWETT 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.

Role	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	Training to be arranged in 2027/28
Councillor	OVW Module 2 The Councillor	OVW Module 2 The Councillor			
Clerk		OVW Module 3 The Council as an Employer			
Councillor and Clerk	OVW Module 4 Understanding the Law	OVW Module 4 Understanding the Law	OVW Module 4 Understanding the Law	OVW Module 4 Understanding the Law	
Councillor		OVW Module 5 The Council Meeting			
Councillor		OVW Module 6 Local Government Finance	OVW Module 6 Local Government Finance		
Councillor and Clerk	OVW Module 7 Health and Safety	OVW Module 7 Health and Safety	OVW Module 7 Health and Safety		

Councillor and Clerk	OVW Module 8 Introduction to Community Engagement	OVW Module 8 Introduction to Community Engagement	OVW Module 8 Introduction to Community Engagement	OVW Module 8 Introduction to Community Engagement	
Councillor					OVW Module 9 Code of Conduct
Councillor		OVW Module 10 Chairing Skills		OVW Module 10 Chairing Skills	OVW Module 10 Chairing Skills
Councillor	OVW Module 12 Community Place Planning				
Clerk		OVW Module 13 Community Engagement part II			
Councillor			OVW Module 14 Equality and Diversity	OVW Module 14 Equality and Diversity	
Clerk	Joint SLCC/OVW Conference	Joint SLCC/OVW Conference	Joint SLCC/OVW Conference	Joint SLCC/OVW Conference	Joint SLCC/OVW Conference
Councillor and Clerk	Planning Aid Wales Planning Policy for beginners	Planning Aid Wales Planning Policy for beginners	Planning Aid Wales Planning Policy for beginners		
Clerk	Planning Aid Wales Responding to planning applications & maximising your influence				
Village Caretaker		RoSPA Operational Playground Inspection			RoSPA Operational Playground Inspection

Training will mainly be arranged through One Voice Wales and the Society of Local Council Clerks, who provide regular training sessions on the core modules, as well as annual joint conferences.

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

Financial Year	Amount to be included in the budget at 2023 Prices (£)	Comments
2023/24	£442.50	
2024/25	£1205.00	Playground inspection training required every 3 years
2025/26	£402.50	
2026/27	£250.00	
2027/28	£976.00	All Councillors to undertake Code of Conduct training following an election

Date approved by Council: 17th October 2023

Date of First Planned Review: May 2024

Appendix 1

PROGRAMMING AND ESTIMATED COST OF TRAINING (Summary)

Courses Identified as Needed (Title)	Role to which they relate	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	2027/28 Est Cost and No. of courses	Comments
RoSPA Operational Playground Inspection	Village Caretaker		£460 x 1			£460 x 1	Training required every 3 years.
OVW Module 2 The Councillor	Councillor	£38 x 1	£38 x 1				
OVW Module 3 The Council as an Employer	Clerk		£38 x 1				
OVW Module 4 Understanding the Law	Clerk & Councillor	£38 x 1	£38 x 4	£38 x 1	£38 x 1		
OVW Module 5 The Council Meeting	Councillor		£38 x 2				
OVW Module 6 Local Government Finance	Councillor		£38 x 3	£38 x 2			
OVW Module 7 Health and Safety	Clerk	£38 x 1	£38 x 2	£38 x 2			
OVW Module 8 Introduction to Community Engagement	Clerk & Councillor	£38 x 1	£38 x 1	£38 x 2	£38 x 2		
OVW Module 9 Code of Conduct	Councillor					£38 x 10	All Councillors to undertake Code of Conduct training following an election.
OVW Module 10 Charing Skills	Councillor		£38 x 1		£38 x 1	£38 x 2	
OVW Module 12 Community Place Planning	Councillor	£38 x 1					
OVW Module 13 Community Engagement part II	Clerk		£38 x 1				

OVW Module 14 Equality and Diversity	Councillor			£38 x1	£38 x1		
Joint SLCC/OVW Conference	Clerk	£60 x 1	£60 x 1	£60 x 1	£60 x 1	£60 x 1	Conference held annually.
Planning Aid Wales Planning Policy for beginners	Clerk and Councillor	£38.50 x 4	£38.50 x 2	£38.50 x 1			
Planning Aid Wales Responding to planning applications & maximising your influence	Clerk	£38.50 x 1					

PROGRAMMING AND ESTIMATED COST OF TRAINING (Detailed)

Courses Identified as Needed (Title)	Role to which they relate	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	2027/28 Est Cost and No. of courses	Comments
RoSPA Operational Playground Inspection	Village Caretaker		£460 x 1			£460 x 1	Training required every 3 years.
OVW Module 3 The Council as an Employer	Clerk		£38				
OVW Module 4 Understanding the Law	Clerk		£38				
OVW Module 5 The Council Meeting	Councillor		£38 x2				
OVW Module 7 Health and Safety	Clerk	£38					
OVW Module 8 Introduction to Community Engagement	Clerk		£38				
OVW Module 13 Community Engagement part II	Clerk		£38				
Joint SLCC/OVW Conference	Clerk	£60	£60	£60	£60	£60	Conference held annually.
Planning Aid Wales Planning Policy for beginners	Clerk	£38.50					
Planning Aid Wales Responding to planning applications & maximising your influence	Clerk	£38.50					
OVW Module 9 Code of Conduct	All Councillors					£38 x 10	All Councillors to undertake Code of Conduct training following an election.
OVW Module 2 The Councillor	Cllr Adams		£38				
OVW Module 4 Understanding the Law	Cllr Adams		£38				

Planning Aid Wales Planning Policy for beginners	Cllr Adams		£38.50				
OVW Module 8 Introduction to Community Engagement	Cllr Adams	£38					
OVW Module 10 Chairing Skills	Cllr Adams		£38				
OVW Module 12 Community Place Planning	Cllr Adams	£38					
OVW Module 4 Understanding the Law	Cllr Carne			£38			
Planning Aid Wales Planning Policy for beginners	Cllr Carne		£38.50				
OVW Module 6 Local Government Finance	Cllr Carne		£38				
OVW Module 4 Understanding the Law	Cllr Lillie	£38					
Planning Aid Wales Planning Policy for beginners	Cllr Lillie	£38.50					
OVW Module 6 Local Government Finance	Cllr Lillie		£38				
OVW Module 7 Health and Safety	Cllr Lillie		£38				
OVW Module 8 Introduction to Community Engagement	Cllr Lillie			£38			
OVW Module 4 Understanding the Law	Cllr Hubbard				£38		
Planning Aid Wales Planning Policy for beginners	Cllr Hubbard	£38.50					
OVW Module 14 Equality and Diversity	Cllr Hubbard			£38			

OVW Module 6 Local Government Finance	Cllr Hubbard		£38				
OVW Module 5 The Council Meeting	Cllr Hubbard		£38				
OVW Module 7 Health and Safety	Cllr Hubbard			£38			
OVW Module 8 Introduction to Community Engagement	Cllr Hubbard				£38		
OVW Module 10 Chairing Skills	Cllr Hubbard					£38	
OVW Module 2 The Councillor	Cllr Thomas	£38					
OVW Module 4 Understanding the Law	Cllr Thomas		£38				
Planning Aid Wales Planning Policy for beginners	Cllr Thomas			£38.50			
OVW Module 14 Equality and Diversity	Cllr Thomas				£38		
OVW Module 6 Local Government Finance	Cllr Thomas			£38.50			
OVW Module 5 The Council Meeting	Cllr Thomas		£38				
OVW Module 7 Health and Safety	Cllr Thomas			£38			
OVW Module 8 Introduction to Community Engagement	Cllr Thomas				£38		
OVW Module 10 Chairing Skills	Cllr Thomas					£38	
OVW Module 4 Understanding the Law	Cllr Wilsher		£38				
Planning Aid Wales Planning Policy for beginners	Cllr Wilsher	£38.50					
OVW Module 6 Local Government Finance	Cllr Wilsher			£38			
OVW Module 7 Health and Safety	Cllr Wilsher		£38				

OVW Module 8 Introduction to Community Engagement	Cllr Wilsher			£38			
OVW Module 10 Chairing Skills	Cllr Wilsher				£38		

Appendix 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr James Adams

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3		2025	OVW Module 2 The Councillor	
Legal Basis for Delivery of Services	3		2025	OVW Module 4 Understanding the Law	
Understanding the planning system	3		2024	Planning Aid Wales Planning Policy for beginners	
Conduct	4		2027	OVW Module 9 Code of Conduct	
Equality and Diversity	4				
Financial Governance and Accountability	4				
Attendance/Preparation for Meetings and Events	3				
Information Management	4				

Using ICT and social media	4				
Working with Clerk/Other Employees	3				
Health and Safety	4				
Continuing professional and personal development	3				
Financial Capability	4				
Sustainable Development	4				
Local Leadership	3		2024	OVW Module 8 Introduction to Community Engagement	
Chairing Skills	3	Chairing meetings and skills in public speaking	2026	OVW Module 10 Chairing Skills	
Civic Leadership	2		2026		

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mrs Carol Carne

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	2		2025	OVW Module 4 Understanding the Law	
Understanding the planning system	3	To make me more aware of Planning as a whole and in particular Place Plans	2024	Planning Aid Wales Planning Policy for beginners	
Conduct	4		2027	OVW Module 9 Code of Conduct	
Equality and Diversity	3				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	2				
Using ICT and social media	2	To make me more knowledgeable on ICT			

Working with Clerk/Other Employees	3				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	3	To increase my knowledge	2024	OVW Module 6 Local Government Finance	
Sustainable Development	3				
Local Leadership	4				
Chairing Skills	4				
Civic Leadership	4				

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr Bryan Lillie

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	None			
Legal Basis for Delivery of Services	2	Understanding the underlying law	2023	OVW Module 4 Understanding the Law	
Understanding the planning system	2	Understand beyond the basic process	2024	Planning Aid Wales Planning Policy for beginners	
Conduct	4	None	2027	OVW Module 9 Code of Conduct	
Equality and Diversity	4	None			
Financial Governance and Accountability	2	Understanding of Local Government Specifics	2025	OVW Module 6 Local Government Finance	
Attendance/Preparation for Meetings and Events	4	None			
Information Management	4	None			
Using ICT and social media	4	None			

Working with Clerk/Other Employees	3				
Health and Safety	3			OVW Module 7 Health and Safety	
Continuing professional and personal development	4	None			
Financial Capability	3		2025	OVW Module 6 Local Government Finance	
Sustainable Development	4	None			
Local Leadership	3		2026	OVW Module 8 Introduction to Community Engagement	
Chairing Skills	4	None			
Civic Leadership	3		2026		

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr Timothy Fawcitt

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4	Maintain knowledge as things change.			
Legal Basis for Delivery of Services	3	Understand the work and contribute.			
Understanding the planning system	3	Understand generic laws.			
Conduct	4	Fully understand.	2027	OVW Module 9 Code of Conduct.	
Equality and Diversity	4	Fully Aware.			
Financial Governance and Accountability	3	Things can change, maintain knowledge.			
Attendance/Preparation for Meetings and Events	4	Fully aware.			
Information Management	4	Ongoing.			
Using ICT and social media	4	Fully Aware.			

Working with Clerk/Other Employees	4	Fully Aware.			
Health and Safety	3	Aware, but ongoing changes.			
Continuing professional and personal development	3	None recently.			
Financial Capability	4	Fully understand.			
Sustainable Development	3	Understand need.			
Local Leadership	4	Regularly liaise with other groups, e.g. Church, Club etc.			
Chairing Skills	4	Fully understand.			
Civic Leadership	3	Fully able to chair meetings with clerks help.			

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr Nathan Hubbard

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Recent Course			
Legal Basis for Delivery of Services	1	No knowledge	2027	OVW Module 4 Understanding the Law	
Understanding the planning system	1	No knowledge	2024	Planning Aid Wales Planning Policy for beginners	
Conduct	3	Recent Course	2027	OVW Module 9 Code of Conduct.	
Equality and Diversity	1	None	2025	OVW Module 14 Equality and Diversity	
Financial Governance and Accountability	1	None	2025	OVW Module 6 Local Government Finance	
Attendance/Preparation for Meetings and Events	1	None	2025	OVW Module 5 The Council Meeting	
Information Management	1	No knowledge			
Using ICT and social media	2	Good general knowledge			

Working with Clerk/Other Employees	2	Basic knowledge			
Health and Safety	2	Work related knowledge	2026	OVW Module 7 Health and Safety	
Continuing professional and personal development	1	No knowledge			
Financial Capability	1	No knowledge	2025	OVW Module 6 Local Government Finance	
Sustainable Development	1	No knowledge			
Local Leadership	1	No knowledge	2027	OVW Module 8 Introduction to Community Engagement	
Chairing Skills	1	No knowledge	2027	OVW Module 10 Chairing Skills	
Civic Leadership	1	No knowledge			

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr Peter Nurcombe

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	3				
Understanding the planning system	3				
Conduct	4		2027	OVW Module 9 Code of Conduct	
Equality and Diversity	4				
Financial Governance and Accountability	4				
Attendance/Preparation for Meetings and Events	4				
Information Management	4				
Using ICT and social media	3				

Working with Clerk/Other Employees	4				
Health and Safety	4				
Continuing professional and personal development	3				
Financial Capability	4				
Sustainable Development	3				
Local Leadership	4				
Chairing Skills	4				
Civic Leadership	4				

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mr Graham Parker

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	3				
Understanding the planning system	3				
Conduct	4		2027	OVW Module 9 Code of Conduct	
Equality and Diversity	4				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	4				
Using ICT and social media	4				

Working with Clerk/Other Employees	4				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	4				
Sustainable Development	3				
Local Leadership	4				
Chairing Skills	4				
Civic Leadership	3				

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Mrs Ivy Thomas

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	2		2024	OVW Module 2 The Councillor	
Legal Basis for Delivery of Services	1	Understanding the underlying law	2025	OVW Module 4 Understanding the Law	
Understanding the planning system	2	Knowledge of the planning process	2026	Planning Aid Wales Planning Policy for Beginners	
Conduct	1	Attended code of conduct course	2027	OVW Module 9 Code of Conduct	
Equality and Diversity	1		2027	OVW Module 14 Equality and Diversity	
Financial Governance and Accountability	1	Understanding of Local Government requirements	2026	OVW Module 6 Local Government Finance	
Attendance/Preparation for Meetings and Events	2		2025	OVW Module 5 The Council Meeting	
Information Management	1				
Using ICT and social media	1				

Working with Clerk/Other Employees	2				
Health and Safety	2		2025	OVW Module 7 Health and Safety	
Continuing professional and personal development	1				
Financial Capability	1		2026	OVW Module 6 Local Government Finance	
Sustainable Development	1				
Local Leadership	1		2027	OVW Module 8 Introduction to Community Engagement	
Chairing Skills	1		2027	OVW Module 10 Chairing Skills	
Civic Leadership	1				

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: Miss Hayley Wilsher

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Knowledge from attending code of conduct course			
Legal Basis for Delivery of Services	1	No prior knowledge	2025	OVW Module 4 Understanding the Law	
Understanding the planning system	1	No prior knowledge	2024	Planning Aid Wales Planning Policy for beginners	
Conduct	3	Attended course recently	2027	OVW Module 9 Code of Conduct	
Equality and Diversity	4	Prior experience as a social worker			
Financial Governance and Accountability	1	No knowledge	2026	OVW Module 6 Local Government Finance	
Attendance/Preparation for Meetings and Events	3	Experience in work role			
Information Management	1	No knowledge			
Using ICT and social media	3	Experience from work and activism role on social media			

Working with Clerk/Other Employees	2	Basic knowledge			
Health and Safety	2	Basic knowledge of risk assessments but not in Council setting	2025	OVW Module 7 Health and Safety	
Continuing professional and personal development	2	Basic knowledge			
Financial Capability	1	No knowledge	2026	OVW Module 6 Local Government Finance	
Sustainable Development	1	No knowledge			
Local Leadership	1	No knowledge	2025	OVW Module 8 Introduction to Community Engagement	
Chairing Skills	1	No knowledge	2027	OVW Module 10 Chairing Skills	
Civic Leadership	1	No knowledge	2024		

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee: Mrs Beverley Young

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended
Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council	4				
Is able to carry out research so that the council is well-informed for making decisions	4				
Can manage the implementing of decisions for which the council is responsible	4				
Can organise and maintain effective administrative systems, processes, policies, and records	4				
Can employ a variety of written and oral communication skills including the use of information and communications technology	3	Use of Social Media - Facebook	2023		
Can advise the council on its duties and powers	4				

Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality	2	Employment Law Health and Safety	2024	OVW Module 3 – The Council as an employer. OVW Module 7 – Health and Safety	
Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees	4				
Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council	4	Continual training to keep up to date with current requirements.	Annually	OVW & SLCC Bulletins and notifications. Joint SLCC/OVW Conference.	
Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications	4				
Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement	4	Continual training to keep up to date with current requirements.		OVW & SLCC Bulletins and notifications. Joint SLCC/OVW Conference.	

Can support the council in the planning, management, funding and review of projects, services, assets and facilities	4				
Can manage the employment, performance and development of council staff	3	Employment Law	2024	OVW Module 3 – The Council as an employer.	
Can manage effective relationships with contractors and service users	4				
Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development	4				
Can advise and support the council as it identifies and implements plans for the future of the community it represents	3	Community Engagement	2024	OVW Module 8 – Introduction to Community Engagement. OVW Module 13 – Community Engagement part II.	
Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures	3	Current Planning Law	2024		

Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion	4				
Can help provide all members of the community with opportunities for influencing decisions that affect their lives	3	Community Engagement	2024	OVW Module 8 – Introduction to Community Engagement. OVW Module 13 – Community Engagement part II.	
Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions	4				
Can manage effective partnership working	4				
Can advise and support the council as it facilitates community activity	4				

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee: Mr Martyn Weaver

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended
Use and maintain pedestrian controlled powered equipment	4	No training required			
Monitoring and maintaining health and safety	4	No training required			
Playground inspection	4	RoSPA Playground Inspection training required every three years.	2024	Playsafety - Weekly and Quarterly Playground Inspection	