



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

TRAINING PLAN 2025 - 2027

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Revision of Training Plan adopted June 2022.

1. Introduction

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. The Council will review the plan from time to time to keep it up to date and relevant.

In regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities, an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward to May 2027.

The Clerk's knowledge and expertise will help guide and support new councillors during the first 6 to 12 months of their terms. Ongoing support will be provided, to assist new councillors with time to settle-in and to become fully accustomed with their roles and responsibilities, notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding. These are:

- Basic induction for councillors;
- The Code of Conduct for members of local authorities in Wales;
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore. In which case it may decide there are new skills for councillors and staff to attain going forward from the publication of this training plan.

Following approval of Council, this training plan will be published on the Council's website and will form the basis for further development for Councillors and Employees. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the period.

2. The Plan

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New Councillors	Basic induction to the Council	Induction pack containing essential information	Following election; upon co-option	An induction pack is issued to all new councillors to support the induction programme.	√
	New Councillor Induction	Remote training	Within six months of election / co-option	One Voice Wales (OVW) training scheme delivered across Wales.	4x completed
	The Council - Module 1				4x completed
	The Councillor - Module 2				3x completed
	Understanding the Law - Module 4				3x completed
	Council Meetings - Module 5				2x completed
	Code of Conduct - Module 9				
All Councillors (x11)	Code of Conduct - Module 9	Remote training	During term of office (refresher)	All councillors encouraged to attend as a refresher during their term of office.	
Chair & Chairs of Committees (x8)	Chairing Skills - Module 10	Remote training	Upon appointment to Committee	OVW training scheme.	2x completed
Staffing Committee (x6)	The Council as an Employer - Module 3	Remote training	Upon appointment to Committee	OVW training scheme.	2x completed
Finance & Governance Committee (x7)	Local Government Finance - Module 6	Remote training	Upon appointment to Committee	OVW training scheme.	1x completed
	Advanced Local Government Finance - Module 21				
Well-being of Future Generations Committee (x6)	Well-being of Future Generations - Module 20	Remote training	Upon appointment to Committee	OVW training scheme.	

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
Cemetery Committee	Management of Memorials – Inspection workshop (ICCM)	On-site training	As soon as possible	Essential knowledge to enable safe & proper testing of memorials	2x completed
Clerk & RFO	Finance in Local Council Administration (FiLCA)	Recognised qualification	No later than May 2027	Essential course for understanding local government finance	
	Certificate in Local Council Administration (CiLCA)	Recognised qualification	No later than May 2027	Essential Course for the Council to demonstrate that the Clerk has sound understanding of Local Government & to assist in achieving General Power of Competence.	
	Continuous Professional Development	Attendance at sector-specific conferences, and training seminars	As and when	Focussing on biodiversity, neurodiversity, mental health	15x completed 2023-2025
	Management of Memorials – Inspection workshop (ICCM)	On-site training	As soon as possible	Essential knowledge to enable safe & proper testing of memorials	Completed June 2023
	Equality & Diversity – Module 14	Remote training	No later than end 2025	To ensure Council compliance with legislation	Completed March 2025
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
Deputy Clerk	Introduction to Local Council Administration (ILCA)	Recognised qualification	No later than end 2025	Essential Course for underpinning CiLCA.	In progress
	ILCA to CiLCA	Recognised qualification	No later than May 2027	Transition course before CiLCA.	

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
	Finance in Local Council Administration (FiLCA)	Recognised qualification	No later than May 2027	Essential course for understanding local government finance.	
	Basic First Aid	Formal certificate	Upon expiry of previous certificate	Part of a suite of essential Health & Safety skills	Completed July 2024
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
	Granting, Exercising and Transferring Exclusive rights of Burial (ICCM)	Accredited remote training	No later than end 2025	Part of a suite of essential Cemetery administration skills	Completed Sept 2024
	Cemetery Management and Compliance (ICCM)		No later than May 2027		
Cemetery Supervisor	Use of excavator & dumper in a Cemetery	In-person training; formal certificate	As soon as possible	Specialist training for application in a Cemetery setting	
	Management of Memorials – Inspection workshop (ICCM)	On-site training	As soon as possible	Essential knowledge to enable safe & proper testing of memorials	
	Basic First Aid	Formal certificate	Upon expiry of previous certificate	Part of a suite of essential Health & Safety skills	
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
	Safe use of grounds maintenance equipment	In-person training; formal certificate	Upon expiry of previous ticket	Part of a suite of essential Grounds Maintenance skills	In progress
	Manual handling, COSHH, Working at Heights	In-person training	Within six months of appointment to role	Part of a suite of essential Health & Safety skills	In progress
Cemetery Administrator	Management of Memorials – Inspection workshop (ICCM)	On-site training	As soon as possible	Essential knowledge to enable safe & proper testing of memorials	

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
	Basic First Aid	Formal certificate	Upon expiry of previous certificate	Part of a suite of essential Health & Safety skills	Completed Jul 2024
	Basic Excel & Word	Online training	As soon as possible	Essential basic competency in IT skills	
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
	Granting, Exercising and Transferring Exclusive rights of Burial (ICCM)	Accredited remote training	No later than end 2025	Part of a suite of essential Cemetery administration skills	Refresher; Completed Sept 2024
Burials staff (x2)	Grave Shoring & Burial	Lantra-accredited	As soon as possible	Part of a suite of essential Burial Services skills	1x completed
	Management of Memorials – Inspection workshop (ICCM)	On-site training	As soon as possible	Essential knowledge to enable safe & proper testing of memorials	1x completed
	Basic First Aid	Formal certificate	Upon expiry of previous certificate	Part of a suite of essential Health & Safety skills	1x completed
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
	Use of excavator & dumper in a Cemetery	In-person training; formal certificate	As soon as possible	Specialist training for application in a Cemetery setting	1x completed
	Manual handling, COSHH, Working at Heights	In-person training	Within six months of appointment to role	Part of a suite of essential Health & Safety skills	In progress; 1x completed
	Sexton Duties (ICCM)	Accredited remote training	Within six months of appointment to role	Part of a suite of essential Burial Services skills	1x completed
	Exhumation of Human Remains (ICCM)		No later than May 2027		
	Loss & Bereavement Awareness course (ICCM)		No later than May 2027		

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
Grounds Maintenance staff (x2)	Safe use of grounds maintenance equipment	In-person training; formal certificate	Upon expiry of previous ticket	Part of a suite of essential Grounds Maintenance skills	In progress
	Basic First Aid	Formal certificate	Upon expiry of previous certificate	Part of a suite of essential Health & Safety skills	1x completed
	Fire Safety training	On-site training	Annually	Part of a suite of essential Health & Safety skills	√
	Use of excavator & dumper in a Cemetery	In-person training; formal certificate	As soon as possible	Specialist training for application in a Cemetery setting; 1x only as back up for burials team	
	Manual handling, COSHH, Working at Heights	In-person training	Within six months of appointment to role	Part of a suite of essential Health & Safety skills	In progress

3. Training Budget & Costs

	2022/23	2023/24	2024/25	2025/26	2026/27
Budget	4,000	4,000	3,000	4,000	4,000
Actual	3,969	1,272	4,361		
Under/(overspend)	31	2,728	(1,361)		

Indicative costs of training:

Training Supplier	Indicative range (as at 2025) – per course, per person
One Voice Wales	£42
Planning Aid Wales	£20 - £120
SLCC (Clerk's CPD training)	£30 - £750
ICCM (Cemetery-related training)	£100 - £155
H&S training providers	£30 - £200

Annexure A: Matrix of Councillor training as at June 2025

OVW Module / Councillor	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Other training
Barron, M	X	X																							
Davies, A							X																		
Davies, M				X																					
Evans, G																									*Value of Planning *Planning addressing flood risk *Mental Health
Grehan, D																									
Lawrence, D	X	X			X																				
Michel, L				X	X						X														*ICCM Memorial Testing *Value of Planning *Planning addressing flood risk *Mental Health
Richards, A																									
Skym, C	X	X		X																					
Webb, K																									*Mental Health

One Voice Wales Modules					
0	New Councillor Induction	8	Introduction to Community Engagement	16	Use of IT, Websites & social media
1	The Council	9	Code of Conduct	17	Making Effective Grant Applications
2	The Councillor	10	Chairing Skills	18	Managing your Staff
3	The Council as an Employer	11	Community Emergency Planning	19	Devolution of Services / Community Asset Transfer
4	Understanding the Law	12	Creating a Community Plan	20	Wellbeing of Future Generations Act 2015 / Sustainability
5	The Council Meeting	13	Community Engagement Part II (Tools & Techniques)	21	Understanding Local Government Finance – Advanced
6	Local Government Finance	14	Equality & Diversity	22	Understanding Mediation
7	Health & Safety	15	Information Management	23	Successfully taking on a Community Asset Transfer
Core training - New Councillor		Mandatory – Staffing Committee		Mandatory – Finance Committee	
				Mandatory – WFG Committee	