

LLANGENNECH COMMUNITY COUNCIL
CYNGOR CYMUNED LLANGENNECH

Training Plan 2025/26

Legislation

The Local Government and Elections (Wales) Act 2021, Section 67 introduced a Legal Duty for Community Councils in Wales to create and publish a training plan.

This document sets out the training plan for Community Councillors and Staff and should be reviewed annually. A new Training Plan must be produced within 3 months of an ordinary election. Each time the Training Plan is revised or replaced the new plan must be published. The plan must have regard to any guidance issued by the Welsh Government.

The Health and Safety at Work Act 1974 places a Legal Duty on the Council to protect its employees, as well as others, such as volunteers or contractors, from risks arising from work based activities. This includes the consideration of any necessary training requirements.

Aims

To provide a structured programme of training to better equip Councillors and Staff with the skills and knowledge to fulfil their roles effectively and in an efficient manner for the benefit of the Community.

To support the development of individuals maximising the opportunity for them to be participative and positive contributors to the organisation and its objectives.

To allow for succession planning and greater continuity to the Council long term.

7 Objective Joint Workings

The Community Council has established effective and positive joint working arrangements with several statutory and other bodies in order to meet its wellbeing goals which include the following :-

Carmarthenshire County Council
Keep Wales Tidy
Llangennech Centre Committee
Llangennech Primary School
Bryn Primary School
Llangennech Rugby Club
Llangennech Association Football Club
Llangennech and Bryn Sports Association
Llangennech Cricket Club
Llangennech and Bryn Bowls
Llanelli Ramblers
Bryn WI
Merched y Wawr

Training Provision

Within the Council structure there are various roles each of which has its own responsibilities and the training Plan details the training required.

The Council reserves the right to vary or provide additional training should circumstances require.

The Training Plan will be reviewed annually and within 3 months of an Ordinary Election.

Training Budget

To support the Training Plan a sum is included in the Council's Administration Budget.

Staff Training

The Council is committed to provide proper training for its staff and has signed up with E Learning to provide this function.

Then Council will also provide additional requirements with other providers.

Councillor Training

Code of Conduct Training for Members of the Council has been provided by Carmarthenshire County Council annually via Zoom and dates and times of these sessions are circulated to members and the Clerk for attendance purposes.

Hard copies of the training seminar are sent to the Clerk and he distributes these to members.

Other Modular Training is offered to Councillors and the Clerk circulates to members regularly training dates and times. The cost of these training seminars will be covered by the Community Council.

Training is provided as follows : -

New Councillor Induction

The Council – Module 1

The Councillor -Module 2

The Council as an Employer – Module 3

Understanding the Law – Module 4

The Council Meeting – Module 5

Local Government Finance- Module 6

Health and Safety – Module 7

Introduction to Community Engagement – Part 1 Module 8

Code of Conduct – Module 9

Chairing Skills – Module 10

Creating a Community Place Plan – Module 12

Community Engagement Part 2 -Module 13

Equality and Diversity - Module 14

Information Management – Module 15

Use of IT, Websites and Social Media – Module 16

Making Effective Grant Applications – Module 17

Effective Staff Management – Module 18

Appraisal

The Council has agreed to carry out an Annual staff Review including staff training requirements.