

Name of Council: AMMANFORD TOWN COUNCIL

TRAINING PLAN

Date approved by Council: 28th October 2024

Date of First Planned Review: Annual Council Meeting May 2025

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.

Councillor & Committees	Training to be arranged in 2024/25 (if not already undertaken)	Training to be arranged in 2025/26 (if not already undertaken)	Training to be arranged in 2026/27 (if not already undertaken)
(Mayor) Finance Personnel Policy Review	Code of Conduct Chairing Skills Understanding the Law Planning Local Government Finance (Part 1) Local Government Finance (Part 2) Council as an Employer Managing your staff Equality & Diversity Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement	N/A	Chairing Skills Understanding the Law Planning Local Government Finance (Part 1) Local Government Finance (Part 2) Council as an Employer Managing your staff Equality & Diversity
(Deputy-Mayor) Finance Personnel Assets Policy Review Environment	Code of Conduct Chairing Skills Understanding the Law Planning Local Government Finance (Part 1) Local Government Finance (Part 2)	Community Engagement (Part 2) Sustainability (Well Being of Future Generations)/Law Managing your staff Equality & Diversity Mediation & Conciliation Accident Reporting (RIDDOR) Interactive	N/A

	Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement Council as an Employer	OVW Innovation Practice Conference OVW Annual Conference	
All Members of Finance Committee	Local Government Finance (Part 1) Local Government Finance (Part 2)	Local Government Finance (Part 1) Local Government Finance (Part 2)	Local Government Finance (Part 1) Local Government Finance (Part 2)
All Members of Personnel Committee	Council as an Employer Equality & Diversity	Council as an Employer Equality & Diversity	Council as an Employer Equality & Diversity
All Members of Environment Working Group	Biodiversity (Part 1) Biodiversity (Part 2)	Biodiversity (Part 1) Biodiversity (Part 2)	Biodiversity (Part 1) Biodiversity (Part 2)
All Councillors over 2 years' service	Code of Conduct Understanding the Law Planning Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement	Community Engagement (Part 2)	To be reviewed

All Councillors less than 2 years' service	Code of Conduct New Councillor's Induction The Council The Councillor Council Meetings Understanding the Law The Council Meeting Planning Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement	Community Engagement (Part 2)	To be reviewed
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Interim Clerk	Code of Conduct Planning Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement iLCA FiLCA Equality & Diversity Managing your staff Health & Safety First Aid	iLCA to CiLCA PIALC Community Engagement (Part 2) OVW Innovation Practice Conference OVW Annual Conference SLCC Annual Conference SLCC & OVW Joint Event SLCC Practitioner's Conference	CiLCA OVW Innovation Practice Conference OVW Annual Conference SLCC Annual Conference SLCC & OVW Joint Event SLCC Practitioner's Conference
RFO	Code of Conduct Planning Sustainability (Well Being of Future Generations)/Law Introduction into Community Engagement iLCA FiLCA First Aid	iLCA to CiLCA PIALC Community Engagement (Part 2) OVW Innovative Practice Conference OVW Annual Conference SLCC Annual Conference SLCC & OVW Joint Event SLCC Practitioner's Conference	OVW Innovation Practice Conference OVW Annual Conference SLCC Annual Conference SLCC & OVW Joint Event SLCC Practitioner's Conference

Facilities Officer	ROSPA Inspector Health and Safety Fire Safety Interactive Fire Wardens Interactive First Aid in the Workplace (Employees) Interactive Accident Reporting (RIDDOR) Interactive Asbestos Awareness Interactive COSHH Interactive Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Interactive Data Protection UK Driving Safety Interactive DSE Interactive Electrical Safety Interactive Energy Efficiency Awareness (All Staff) Interactive Environmental Awareness Interactive Hand-Arm Vibration Interactive Health & Safety for Cleaners Interactive Hot Weather Conditions Interactive	Confined Spaces Interactive Driving Safety (Refresher) Environmental Awareness (Refresher) GHS Classification Interactive Manual Handling (Refresher) Office Safety (Refresher) Personal Protective Equipment (PPE) (Refresher) Risk Assessment (Refresher)	To be reviewed
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	<p>Induction Safety Interactive</p> <p>Introduction to Health and Safety Audits Interactive</p> <p>Legionella Interactive</p> <p>Lifting Operations and Lifting Equipment Regulations (LOLER) Interactive</p> <p>Lone Working (Employees) Interactive</p> <p>Manual Handling Interactive</p> <p>Noise Awareness Interactive</p> <p>Office Safety Interactive</p> <p>Personal Protective Equipment (PPE) Interactive</p> <p>Provision and Use of Work Equipment Regulations (PUWER) Interactive</p> <p>Risk Assessment</p> <p>Spill Prevention and Control Interactive</p> <p>Stepladder and Ladder Safety Interactive</p> <p>Steward Training Interactive</p>		
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Training will be arranged through:

- One Voice Wales
- Planning Aid Wales
- SLCC
- Peninsula

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 2024 Prices (£)	Comments
2024/25	£7000	
2025/26	£7500	
2026/27		To be decided