

Lisvane Community Council Training Plan 2026-27

Approved at LCC meeting 11th May 2026

From 5 May 2022, all community councils in Wales have a duty, under section 67 of the Local Government and Elections (Wales) Act 2021, to publish their first council training plans by 5 November 2022. Section 67 further provides that a new training plan must be produced no later than three months following each subsequent ordinary local government election.

Lisvane Community Council's Training Plan will not mandate that all Councillors and staff receive blanket training. The existing Council consists of established Members and staff, who have a diverse range of expertise and skills. In creating the Training Plan the Council has considered prior training and experience, and assessed the types of training required to ensure the resulting cumulative knowledge will enable the Council to operate in an effective and professional manner for the benefit of the community it serves.

The Clerk or Administrative Officer also forwards the monthly training programme issued by One Voice Wales, plus any other training opportunities that arise, to all Members. Councillors are asked to consider which of the topics offered will help fulfil their training needs, then contact the Clerk or Administrative Officer to book the events on their behalf.

Furthermore, Councillors are encouraged to speak with the Clerk about training opportunities they identify, which the Council will then consider, taking into account the cost and potential benefit to the Council.

In conclusion, an assessment of existing skills and responsibilities, consideration of predicted Councillors' roles over the coming 12-24 months, in addition to Councillors' expressed intentions for continuous development, have resulted in the following Training Plan:

Who needs the training	Training title	Delivery provider and method	Training deadline
Two Councillors	The Council	One Voice Wales – Webinar	31 December 2027
Two Councillors	The Councillor	One Voice Wales – Webinar	31 December 2027
One Councillor	The Council as an Employer	One Voice Wales – Webinar	31 December 2027
Two Councillors	Code of Conduct	One Voice Wales – group face-to-face training	31 December 2027
One Councillor	The Council Meeting	One Voice Wales – Webinar	31 December 2027

The Administrative Officer maintains a record of training undertaken by all Councillors and Council staff. Councillors are required to inform the Administrative Officer of any training they have undertaken in order that it may be included in the Training Record.

It is anticipated that the Lisvane Community Council Training Plan will evolve over time. Section 67 of the Local Government and Elections (Wales) Act 2021 provides that a community council must review its Training Plan from time to time. Consequently, it is the intention of the Council to re-assess the Plan on an annual basis, or sooner should circumstances demand. The Training Plan will be reviewed by the Council's Policy Committee prior to going before full Council for approval and publication.

COSTS

Annual training costs are not expected to exceed £200 in 2026-27 for which an adequate budget is in place

11 May 2026