



Peterston-super-Ely Community Council Training & Development plan
2025 - 2027

Prepared in accordance with Section 67 of the Local Government & Elections (Wales) Act 2021
Adopted at PSECC March 2026 Council Meeting (Minute 25/187)

Date approved by Council: 9th March 2026

Date of First Planned Review: September 2026

Date of Second Planned Review: May 2027 (Annual Council Meeting)

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils.

Introduction

PSECC is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation.

Policy Statement

The training plan will be formally reviewed on an annual basis to ensure that it remains fit for purpose and takes account of the changing needs of councillors and staff, as well as any turnover of councillors or staff.

The training plan will also be monitored quarterly by the Clerk with progress reports submitted to Councillors and, as part of this, the Clerk will maintain an updated training record for all Councillors and staff.

Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.

Background

The essential skills needed by the council, and whether the council feels there is sufficient coverage and depth across the council, has been assessed by reference to the set of core competencies produced by OVW.

This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported whilst undertaking training to address any training and development needs.

Participation Numbers

Training is available to all Councillors (8) and staff (1).

Identification of Training Needs and Types of Training

Training requirements for Councillors will usually be identified by themselves, the Chair and the Clerk. Councillor training will normally be delivered by OVW or SLCC through formal training and attendance at conferences or events.

Training needs for staff will be identified through the recruitment process, including application form and interview, formal / informal discussions, annual staff appraisal and changes in legislation. RFO / Clerk training to be delivered by SLCC and/or One Voice Wales through formal training and attendance at conferences or events. Staff will be granted paid release from work commitments in order to undertake essential training when necessary.

Training opportunities will be reported to all Councillors when updates are received from OVW and SLCC. Training opportunities, delivered by bodies such as Planning Aid Wales and HMRC will also be reviewed and considered.

Training and Development Activity

All Councillors have been:

- Issued with a link to an electronic folder which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, the policies of the PSECC and any other information which is deemed relevant - [PDFs of Approved PSECC Policies](#)
- Given an electronic copy of the Good Councillor Guide [Good-councillors-guide-2022.pdf](#)
- Emailed all updates and newsletters which the Clerk receives and deems relevant
- Encouraged to attend OVW training courses
- Circulated details any other training course details which may enhance their position.

PSECC Training Needs Analysis

These training needs reflect the core competencies of members and staff as identified by OVW (see Appendix one) and the Good Councillor Guide.

Role	Training to be arranged	How	Comments	When
All Members	Basic induction for all new councillors (including Health & Safety, Standing Orders & Financial Regulations)	Informal training by council staff via meetings, reports, newsletters and dialogue.	Governance documents and financial information will be issued to all members.	Within 6 months of taking office
	The Council (OVW Module 1)	OVW Course	Training will allow members to better understand their roles and meet core competencies	
	The Councillor (OVW Module 2)	OVW Course		

Role	Training to be arranged	How	Comments	When
	The Council as an Employer (OVW Module 3)	OVW Course		
	Understanding the Law (OVW Module 4)	OVW Course		
	The Council Meeting (OVW Module 5)	OVW Course		
	Introduction to Local Government Finance (OVW Module 6)	OVW Course		
	Code of Conduct (OVW Module 9)	OVW Course		
Chair / Vice Chair	Code of Conduct (OVW Module 9)	OVW Course		To be identified within 6 months of appointment
	Chairing Skills (OVW Module 10)	OVW Course		
	SLCC Webinar on Leadership	Formal training by SLCC		
RFO / Clerk	Basic induction for all new staff (including Health & Safety, Standing Orders & Financial Regulations)	Handover training with existing RFO/ Clerk	New clerk to be iLCA / CiLCA qualified or willing to study	
	Local Govt Finance : Intro (OVW Module 6)	OVW Course	Staff will be provided with a contract of employment setting out clear objectives and expectations	
	Local Govt Finance : Advanced (OVW Module 21)	OVW Course	Staff will be encouraged to attend relevant local meetings, such as Clerk's forums and briefings	
	Finance & Governance Toolkit (OVW Module 24)	OVW Course		
	New Clerk Series	OVW Course		
	Agendas & Meetings	OVW Course	Staff will be able to subscribe to relevant	

Role	Training to be arranged	How	Comments	When
	VAT	OVW Course	publications and advice services such as OVW and SLCC	
	Intro to Payroll	HMRC Webinar		
	Allotment Management	SLCC Webinar		
	Cemetery Management	SLCC Webinar		
	Planning	SLCC Webinar		
	CiLCA qualification	SLCC Training Course		
	Probation assessment	Full Council		
	Annual Review	Full Council		
	Rialtas Financial Software	Course by software supplier		

ESTIMATED COSTS OF TRAINING IN EACH COUNCIL YEAR

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that could be addressed through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

OVW training modules usually cost £42 (for members) in 2025/26

Financial Year	Amount to be included in the budget (at 2025 Prices)	Comments
2025-26	£350	Bursary Scheme available
2026-27	£500	Bursary Scheme available
2027-28	To be agreed as part of budget setting process	Merged Council

SUMMARY PSE TRAINING PLAN 2025-27

PSECC Councillors & Staff	Training Courses Attended	Dates Attended	Training to be arranged in 2026-27
Val Harvey – RFO / Clerk	OVW New Clerk Series Number 1 Number 3 Number 4 OVW Understanding VAT Part 1 Part 2 OVW Agendas & Minutes Course Scribe Forecasting, Budgeting and Setting Precept HMRC Understanding Payroll Webinar Rialtas Financial Software	13.5.25 2.9.25 9.12.25 12.2.26 16.2.26 11.9.25 & 18.9.25 22.10.25 6.11.25 8.8.25	
Cllr David Cross – Chair	N/A		N/A
Cllr Abigail Phillips – Vice Chair	OVW Module 24	30.6.25	OVW Module 7
Cllr Shan Firth	OVW Module 24	31.7.25	SLCC Planning Webinar OVW Module 6 OVW Module 16
Cllr Susan Armitage	N/A		SLCC Planning Webinar OVW Module 16
Cllr David Moody-Jones	N/A		OVW Module 4 SLCC Planning Webinar OVW Module 6
Cllr John Drysdale	N/A		N/A
Cllr Huw Potter	N/A		OVW Module 4 SLCC Planning Webinar
Cllr Darren Meir	N/A		OVW Module 6 OVW Module 20 OVW Module 27

APPENDIX ONE
OVW SCHEDULE OF COUNCILLOR COMPETENCIES

REQUIREMENT	KNOWLEDGE AND SKILLS	EFFECTIVE BEHAVIOURS
Understanding the Role of the Councillor	The extent and limits of a councillor’s individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council’s work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.

REQUIREMENT	KNOWLEDGE AND SKILLS	EFFECTIVE BEHAVIOURS
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.

REQUIREMENT	KNOWLEDGE AND SKILLS	EFFECTIVE BEHAVIOURS
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions. Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

APPENDIX TWO

OVW LEARNING AND DEVELOPMENT PLAN TEMPLATE (For Councillors)

Name of Councillor :

Using Appendix 1, an assessment should be made to identify the current competency level using a scale of 1-4 where 4 is fully proficient. Training should be prioritised for competency levels assessed as 1 or 2

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences in Appendix 1)	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor				OVW Module 1 – The Council OVW Module 2 – The Councillor	
Legal Basis for Delivery of Services				OVW Module 4 – Understanding the Law	
Understanding the planning system				SLCC Webinar	
Conduct				OVW Module 9 – The Code of Conduct	
Equality and Diversity				OVW Module 14 – Equality & Diversity	
Financial Governance and Accountability				OVW Module 6 – Local Govt Finance OVW Module 17 – Grant Applications SLCC Webinar	
Attendance/Preparation for Meetings and Events				OVW Module 5 – The Council Meeting	
Information Management				OVW Module 15 – Information Mgt	
Using ICT and social media				OVW Module 16 – IT & Social Media SLCC Webinar	
Working with Clerk/Other Employees				OVW Module 3 – Council as an employer OVW Module 18 - Managing staff SLCC Webinar	

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences in Appendix 1)	Priority (Put in Year)	Courses to Attend	Date Course Attended
Health and Safety				OVW Module 7 – Health & Safety SLCC Webinar	
Continuing professional and personal development					
Financial Capability				OVW Module 6 – Local Govt Finance INTRO OVW Module 21 – Local Govt Finance ADV OVW Module 24 - Finance Toolkit	
Sustainable Development				OVW Module 20 – Sustainability OVW Module 25 – Biodiversity OVW Module 27 – Nature Project Mgt SLCC Webinar	
Local Leadership				OVW Module 12 – Community Plan OVW Module 13 – Community Engagement SLCC Webinar – Volunteers SLCC Webinar – Community Events	
Chairing Skills				OVW Module 9 – The Code of Conduct OVW Module 10 – Chairing Skills	
Civic Leadership				SLCC Webinar – Leadership Skills SLCC Webinar – Communicating	

OVW Competency List for Clerk / RFO

1. Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
2. Is able to carry out research so that the council is well-informed for making decisions
3. Can manage the implementing of decisions for which the council is responsible
4. Can organise and maintain effective administrative systems, processes, policies and records
5. Can employ a variety of written and oral communication skills including the use of information and communications technology
6. Can advise the council on its duties and powers
7. Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
8. Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees
9. Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council
10. 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
11. Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement
12. Can support the council in the planning, management, funding and review of projects, services, assets and facilities
13. Can manage the employment, performance and development of council staff
14. Can manage effective relationships with contractors and service users
15. Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development
16. Can advise and support the council as it identifies and implements plans for the future of the community it represents
17. Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures
18. Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion
19. Can help provide all members of the community with opportunities for influencing decisions that affect their lives
20. Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
21. Can manage effective partnership working
22. Can advise and support the council as it facilitates community activity

OVW LEARNING AND DEVELOPMENT PLAN TEMPLATE (For RFO / Clerk)

Name of Employee:

An assessment should be made to identify the current competency level using a scale of 1-4 where 4 is fully proficient. Training should be prioritised for competency levels assessed as 1 or 2

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
Role of Council and Councillors		Understand roles, responsibilities and duties of council and individuals		SLCC New Clerk Series 1 SLCC New Clerk Series 2	
Legal Basis for delivery of services		Advise Council on its duties and powers		SLCC New Clerk Series 3 SLCC New Clerk Series 4	
Conduct		Ensure all statutory requirements are observed			
Attendance /Preparation for Meetings and events		Establish appropriate and lawful procedures for managing meetings		SLCC Agendas & Minutes Course	
Understanding the planning system		Manage council participation in planning system		SLCC Webinar	
Financial Governance and Accountability		Account preparation Ensure compliance with financial practices Understand internal and external audit process Compliance with procurement process		Rialtas Finance Software Course	
Financial Capability		Preparation and review of budgets Forecasting Calculating the precept		Forecasting, Budgeting and Setting the Precept Course OVW Mod 6 –Local Govt Finance Intro OVW Mod 21 –Local Govt Finance Adv OVW Module 24 - Finance Toolkit	

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
		VAT		SLCC Everything you need to know about VAT Course	
		Payroll		HMRC Getting Payroll Information Correct	
Local Leadership		Advise and support Council in identifying and implementing community plans Facilitate Council engagement with the community		OVW Mod 12 – Community Plan OVW Mod 13 – Community Engagement SLCC Webinar – Volunteers SLCC Webinar – Community Events	
Information Mgt		Undertake research to ensure council decisions are well informed			
Using ICT & Social Media		Manage PR with community			
Health & Safety		Advise and support Council in facilitating community activity			
Project Mgt		Provide support in planning, management, funding and review of projects, services, assets and facilities			
Relationship Mgt		Manage effective relationships with other government bodies, contractors and service users			
Training		Review and Maintain statutory training plan Identify opportunities for training and development			