

KILLAY COMMUNITY COUNCIL – TRAINING PLAN – July 2026

Module	Who requires training	How is training delivered	When is training delivered	Review date
1. Induction	All Councillors & Clerk	Induction document (Draft dated June 2026) issued and signed for by Councillors when elected / co-opted. New Councillors are provided a “buddy”	Upon election / co-option to Council	June 2027 (12 months on from when new Induction booklet is adopted)
2. Code of Conduct	All Councillors	Code of Conduct (March 2026) issued to all Councillors. Signed for by Councillors when elected / co-opted. In person / on-line course provided by Swansea Council.	Upon election / co-option to Council Every 5 years after Council elections.	June 2027 (after May 2027 AGM and elections)
3a. Basic Finance Management & Governance	All Councillors & Clerk	Covered in Induction document (see 1 above)	Upon election / co-option to Council	As per Induction (See 1 above)
3b. Advanced Finance Management & Governance	Finance Committee members & Clerk	Killay Community Council Financial Regulations issued and signed for by Councillors. when elected / co-opted. Explanation note (dated October 2022)	Upon election / co-option to Finance Committee	To be reviewed in 2026

4. Equality, Diversity & Inclusivity (August 2025)	All Councillors	Policy issued Anna Morgan, Shiny Red Apple training (February 2025)	Upon Election / Co-option 25/2/25	August 2026
5. Safeguarding policy (September 2025)	All Councillors	Policy issued Lucy Moore. CCS. February 2026 Consider periodic in-person or on-line training	Upon Election / Co-option	June 2027 (after May 2027 elections)
6. Biodiversity plan (July 2025)	All Councillors	Plan issued	Upon Election / Co-option	July 2028
7. Welsh Language Act policy (July 2025)	All Councillors	Policy issued	Upon Election / Co-option	July 2027
8. Social Media policy (March 2017)	All Councillors	Policy issued	Upon Election / Co-option	July 2026
9. Co-option policy (May 2018)	All Councillors	Policy issued	Upon Election / Co-option	July 2026

10. Standing Orders (July 2026)	All Councillors	Standing orders issued	Upon Election / Co-option	July 2027
11. Food Hygiene & Safety	Councillors involved in preparation of food at events	On-line training course. https://essentialfoodhygiene.co.uk/	As required, ensuring training councillors are available at events as required	June 2027
12. DBS (Disclosure & Barring Service) policy. September 2025	All Councillors	DBS policy issued	Upon Election / Co-option	September 2026
13. Training Plan	All Councillors	Training Plan issued	As per above schedule	June 2027 (within 3 months of the election of Councillors due May 2027)

Adopted 1st July 2026

Review date.....July 2027.....

Local Government and Elections (Wales) Act 2021

67 - Community council training plans

(1) A community council must make and publish a plan (a “training plan”) setting out its proposals in relation to the provision of training for—

(a) the councillors of the community council, and

(b) the community council's staff.

(2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.

(3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.

(4) A community council must review its training plan from time to time.

(5) If a community council revises or replaces its training plan, it must publish the revised or new plan.

(6) Section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) does not apply to a community council's functions of—

(a) determining the content of a training plan or any revised plan, and

(b) reviewing the training plan.

(7) A community council must have regard to any guidance issued by the Welsh Ministers about the exercise of functions under this section.