Cyngor Cymuned Llanarmon yn Iâl Community Council

TRAINING PLAN

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Llanarmon yn Ial Training Plan/ Policy
From 2022- 2027 and ongoing reviewed Annually

Purpose

The purpose of this Training Plan is to identify and deliver the training needs of all councillors and employees.

It provides a clear understanding of how the training needs will be identified, delivered and evaluated.

Llanarmon Community Council (LCC) is committed to ongoing training and development to enable members and employees to contribute to achieving the Council's aims and objectives by providing the highest quality representation and services. Section 67 of the 2021 Act requires community councils to publish a plan regarding training provision for its members and staff.

Objective

To ensure the Council has the necessary skills amongst its councillors and employees to perform its statutory duties.

- To encourage and ensure Members and employees have the necessary skills to perform its statutory duties
- To undertake appropriate training and development activities.
- Allocate training in a fair manner.
- Ensure all training is evaluated to assess its value.

Identifying Training Needs

Training needs are identified through the completion of the Training Needs Analysis form - see Appendix 1. Its purpose is to highlight any gaps in knowledge, skills and abilities in order to source appropriate training to fill that gap.

The purpose of a skills audit is to look at competences across LCC rather than individual councillors. There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. Health and Safety etc
- Changes in legislation
- Changes in systems

- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

Training requirements for the Clerk and Councillors should be identified by themselves and the Chair. Opportunities to attend courses will be brought to the attention of the council by the Clerk and Councillors are expected to self-assess where training would be of benefit. Training needs should not be left to be identified during an annual review - they may arise at any point of the year and should be addressed as soon as possible. However, the training need should also be reviewed and assessed annually against the objectives of the council, the responsibilities of the various roles and the development of employees and members.

Below is a list of examples of internal training that employees/councillors may benefit from:

- Councillor Induction
- Code of conduct
- Chairmanship
- Planning
- Standing Orders
- Council's Strategic Objectives
- Community Engagement
- Specific Council projects
- Finance, Governance and Budget Setting
- Disciplinary and Grievance procedures
- Appeals procedures
- Social media

- Applying for grant funding
- CiLCA

TRAINING METHODS

There are different ways in which training and development can be achieved.

- Internally - If training can be given utilising in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or council specific practices and legislation.
- Partnership - The Council has links with other partners where training can be sourced, such as through Denbighshire County Council, One Voice Wales, Planning Aid Wales and other community & town Councils.
- Workshops/Seminars - Information is shared with employees and councillors, where relevant.
- Conferences - Details of conferences are shared with employees and councillors, where relevant.
- Professional Qualifications – Training can be sourced through a professional body and completed through the specific medium relevant to the qualification.
- External Training Providers - There are numerous training providers available. When sourcing training from an external provider, the council will always seek to obtain the best price where possible, from a nearby location. Upon identifying a training need, the employee/councillor and their line manager/clerk should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

Delivery

The most appropriate method of delivery will be used for each identified training need. This could be any one, or a combination of the following methods:

- On the job training
- Shadowing others
- Self-education through reading
- Webinars
- E-learning

- Formal face to face training and development courses run by specialist providers
- Professional qualifications
- Attending seminars
- Mentoring

Evaluation

On completion, those attending any form of training are to provide feedback to the Council in relation to its effectiveness. Attendance will be recorded on the training register and in the minutes of meetings.

Funding

The Council will endeavour to take full advantage of any free resources and bursaries available before funding from its precept. Each year as part of the annual budget setting process, LCC will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual review process will be taken into consideration. However, once a course is booked and chargeable, but not attended, by an employee or councillor, then they will be liable personally for the payment of that course.

All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources. The Council will pay the annual subscription to One Voice Wales AND Society of Local Clerks to enable employees and councillors to take advantage of training courses and conferences.

Training Plan

1. The Clerk will undertake the necessary updates or refresher courses.
2. All Council members and Clerk are to attend/ complete a refresher course on the 'Code of Conduct' run by Denbighshire CC or One Voice Wales as soon as possible; within the first three months of taking office.
3. All Council members and Clerk are to self-educate themselves when the new 'Model Standing Orders' which are published by One Voice Wales as soon as possible; within the first three months of taking office.
4. Councillor's Individual training needs should be identified as soon as possible, and the most required training being attended/ completed within the first twelve months of taking office; with ongoing training attendance as agreed with the Chair.
5. All Councillors **WILL** complete ALL identified mandatory training needs within 12 months of joining;

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) **Name of Councillor :**

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					
Information Management					
Using ICT and social media					
Working with Clerk/Other Employees					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) **Name of Councillor :**

Health and Safety					
Continuing professional and personal development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee……

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

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient.

Priority should be given to competency levels assessed as 1 or 2

Training Action Plan Review **Part 1.** **Members**	**Requirement**
All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 5 years.
All Councillors shall undertake training in the Code of Conduct within 12 months of the delivery of their declaration of acceptance of office. (Standing Order No 13b)	On Election to Office.
All Councillors should try to undertake training on financial management and governance during their acceptance of office.	During term of office.
All Councillors will be required to complete member's skills audit to identify training needs.	Annually.
All Councillors will be required to undertake a minimum of two days training on matters identify in their skills audit.	During term of office.
On Election to Office the Chair and all Committee Chairs will be required to undertake training on Chairing Skills. Also, Vice Chairs are recommended to undertake training on Chairing Skills.	On election to the Council / Committee and as and when required.
Councillors elected to the Human Resources Committee should attend training on the Council as an Employer unless they are already qualified or experienced in the subject.	On election to the Committee and as and when required.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities; budget allowing.	Annually
All Councillors encouraged to read the following publications: The Good Councillors Guide. Governance and Accountability – A Practitioners Guide.	On Election to Office

Part 2 - Training Audit
Please indicate which modules you would wish to undertake, then notify the Clerk: -

Module	Brief outline of content	Interest in attending
The Council	Covers the council as a corporate body, the 'team' of members and staff, the council's role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of the presentation, participants should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.	
The Councillor	Looks at the councillor and their commitment to the office of councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent your electorate, and the need to "build bridges" between yourself, the council and other interested parties.	
The Council as an Employer	Explores the role of the council as an employer. The module covers contracts of employment and how these define the employment relationship. The role of person specification, and job description, recruitment and retention, what you should do if things are going wrong,	
Understanding The Law	Covers a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.	
The Council Meeting	Looks at different aspects of council meetings, the different types of meetings including Annual Statutory, Meetings, Extraordinary Meetings and Ordinary Meetings. The importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.	

Local Government Finance	Reviews all the important areas in overseeing local government finance. The role of the Responsible Finance Officer, some of the general principles of accounting', the main financial regulations and, most importantly how to assess the risks involved. Setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.	
Health & Safety	Explores the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.	
Introduction to Community Engagement	This introductory module explores what is meant by the term 'community engagement' and how councils and councillors can improve how they engage with the communities they serve. The session includes a short overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement.	
Code of Conduct	A highly interactive module that enables participants to understand the principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local councillors.	
Chairing Skills	Explores the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.	
Creating a Community Plan	Provides participants with the knowledge and skills to create community plans and better understand strategy and forward budgeting.	
Community Engagement Part II (Tools & Techniques)	Provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.	
Equality & Diversity	Explores how a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.	

Information Management	Provides a better understanding of the legislation relating to Data Protection and Freedom of Information.	
Use of IT, Websites & Social Media	Provides a greater knowledge of the benefits of reaching out to their communities through electronic communication.	
Making Effective Grant Applications	Enables Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.	
Managing Your Staff	Provides an insight into the ways in which Councils can arrange for the effective management of their staff.	
Wellbeing of Future Generations Act 2015 / Sustainability	The course explains the principles of sustainable development and relates these principles to the needs and aspirations of the communities you serve and relates them to the powers and duties of local councils ensuring readiness to lead a process of sustainable development planning and reporting.	
Understanding Local Government Finance – Advanced	This builds on the knowledge gained from the Local Government Finance module It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.	
Community Asset Transfer	Provides Community and Town Councils with a practical ‘step-by-step’ guide to taking on a Community Asset Transfer project and to raise awareness of some of the common issues that might arise and how these might be overcome. It will also highlight some of the skills that will be required and the tools that you can use to help make your CAT project successful.	
Finance and Governance Toolkit	Assist Community and Town Councils, operate within a framework of law and good practice. To see how the Toolkit helps Councils to meet legal requirements.	

	To achieve good practice and understand that operating professionally gives the Council, Officers and Community confidence, that the Council is competent in all aspects of financial management, governance and service delivery.	
Biodiversity basics Part 1 and 2	A two-part course teaching Councils the basics of biodiversity, nature recovery and ecology and the need to make good decisions and effective Biodiversity Action plans that meet the Section 6 duty of biodiversity and ecosystem resilience.	
Nature Project Management	A course that demonstrates the basics of project management in the context of nature and environmental projects. Their Biodiversity Basics Course is a precursor.	