



Llangyfelach Community Council Training Plan

Initially Adopted by Council	9 June 2022
Reviewed & Readopted by Council	13 April 2023
Review Date	June 2024 & annually

1. Introduction

- 1.1 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must make and publish a Training Plan (within three months after each Ordinary Election) setting out its proposals in relation to the provision of training for:
- i) The Councillors of the Community Council.
 - ii) The Community Council staff.
- 1.2 Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a Training Plan to address these gaps.
- 1.3 To determine the training priorities for the Community Council, it is necessary to assess the essential skills needed by the Council and whether the Council feels there is sufficient coverage and depth across the Council. The full list of essential skills will depend on the activities within the Council.
- 1.4 To develop a Training Plan, there is a need to undertake a Training Needs Analysis of Councillors and the Clerk / RFO.
- 1.5 Llangyfelach Community Council consists of nine Councillors and one part-time member of staff (The Clerk). The Council is committed to training and development and understands its importance within the community. Training ensures that Councillors and the Clerk can undertake their roles effectively and legally.

2. Identifying Training Needs

- 2.1 A Schedule of Competencies for Councillors is set out in **Appendix A**. The Schedule sets out the knowledge & skills and effective behaviour to be measured for each competency.
- 2.2 A Schedule of Competencies for Clerk / Responsible Financial Officer is set out in **Appendix B**. The Schedule is taken from the Certificate in Local Council Administration (CiLCA) Portfolio Guide. The Schedule sets out the knowledge & skills expected of the Clerk.

2.3 The Chair of the Personnel Committee conducts the Clerks Annual Appraisal and this assists in ensuring the Clerk continues relevant training & development.

2.4 A Learning & Development Plan Template is set out in **Appendix C**. The Template is a self-assessment tool; encouraging Councillors & the Clerk to assess themselves against each competency in Appendices A & B.

3. Core Competencies

3.1 The Council must ensure that there are sufficient skills and understanding in key areas. These are the Council's Core Competencies: Code of Conduct, Understanding the Law, Chairing Skills, Role of Council, Role of Councillors, Finance, Effective Staff Management & The Council as an Employer. These areas will be reviewed should new challenges or opportunities arise.

3.2 The Council will utilise training providers such as One Voice Wales, Planning Aid Wales, Society of Local Council Clerks (SLCC) etc. to provide the training.

3.3 The Clerk shall email Councillors the monthly training opportunities offered by One Voice Wales, Planning Aid Wales, and other providers. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s). Other training opportunities will be considered carefully by the Council based on relevance and cost.

4. Core Competencies Training Schedule

4.1 The Council has adopted a list of mandatory & optional training for Councillors & the Clerk. Training should be undertaken as outlined below and at least once in a Council term or more frequently as required. Councillors and Staff must ensure sufficient skills and understanding in all core areas.

Topic	Required	Timescale
Code of Conduct	All Councillors / Clerk	Within 12 months of being elected*
Understanding the Law	All Councillors / Clerk	Within 18 months of being elected*
Chairing Skills	Chairs / Vice Chairs / Clerk	Within 18 months of being elected*
The Council Meeting	All Councillors / Clerk	Within 18 months of being elected*
Local Government Finance	Finance Committee Members / Clerk	Within 18 months of being on Finance Committee*
The Council	All Councillors / Clerk	Once in the Council Term
The Councillor	All Councillors / Clerk	Once in the Council Term
Effective Staff Management	Personnel Committee Members / Clerk	Within 18 months of being on Personnel Committee*



The Council as an Employer	Personnel Committee Members / Clerk	Within 18 months of being on Personnel Committee*
Advanced Local Government Finance	Finance Committee Members / Clerk	Once in the Council Term

Note: * Councillors should seek retraining once per Council Term.

- 4.2 The Clerk must undertake each mandatory core competencies and attain the Certificate in Local Council Administration (CiLCA) qualification. The Clerks annual appraisal shall be used to identify training and development needs and opportunities.
- 4.3 The Training Matrix outlined as **Appendix D** lists all Mandatory & Optional Training & Development courses for Councillors & Clerk. The Matrix outlines who need training in a subject and the frequency training is required. The Matrix is a living document and will be updated regularly to reflect the training achievements of Councillors & Clerk.

5. Training Budget & Cost of Training

- 5.1 The Council is committed to Training & Development. It has set a budget to ensure adequate monies to fund training. The Council has also set a budget to maintain its membership of One Voice Wales & the Society of Local Council Clerks (SLCC) as training is offered at reduced rates for members.
- 5.2 The Councils makes use of training bursaries offered by One Voice Wales to reduce costs. A One Voice Wales training module currently costs £35 per person (March 2023).

Schedule of Competencies - Councillors

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	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



	Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	as a Councillor whether in the Council, community or political group.
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.
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.



		<p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.</p> <p>Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>
Civic Leadership	<p>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.</p>	<p>Demonstrates high level communication, interpersonal and social skills.</p>



Appendix B

Schedule of Competencies - Clerk / Responsible Financial Officer (RFO)

(Taken from the CiLCA Portfolio Guide)

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.



Appendix C

Learning & Development Plan - Template

Name of Councillor / Officer					
Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) - Appendix A	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 & Diversity					
Financial Governance and Accountability					
Attendance / Preparation for Meetings & Events					
Information Management					
Using ICT & Social Media					
Working with Clerk / Other Employees					
Health and Safety					
Continuing Professional & Personal Development					
Financial Capability					
Sustainable Development					
Local Leadership					
Chairing Skills					
Civic Leadership					

Note: Assessed Competency (1 Excellent - 4 Requires Learning).