



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB  
Mayor Cllr Chris Jones Deputy Mayor Cllr Laura Fielding

## **Council Training Plan**

- To be adopted by Full Council Meeting held on 16/11/2022
- To be reviewed by Full Council Annual Meeting held on 15/03/2023

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from May 2022.

The council has a dedicated Town Clerk and RFO. The council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding. These are:

### **Basic induction for Councillors:**

- The Code of Conduct for Members of local authorities in Wales
- Financial Management and Governance
- Good Councillor Guide
- Data Protection Training

It is envisaged that all new Town Councillors will complete this training within 12 months of election to the Town Council.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for councillors and staff to attain going forward from the publication of this inaugural training plan.

The council has approved the publication of this training plan having identified its initial requirements to take the council forward following the local government ordinary elections on 5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New Councillors	Basic induction to the council.	Informal training delivered by Town Council And New Councillor Induction file.	December 2022	Basic induction comprises a series of governance presentations and information sent by email and will provide an understanding of how the council operates. A New Councillor Induction/ information pack will also be issued to all new councillors to support the induction programme.	
All Councillors	The Code of Conduct for Members of local authorities in Wales.  Good Councillor Guide. Data Protection Financial Management and Governance. Training. Planning Aid Wales	CCBC or OVW Virtual Formal training presentation/Virtual Training and/or New Councillor Training File.  Informal training delivered by Town Council and New Councillor Induction file.	- See below -Training Needs Analysis	The initial training will be topped up with annual refresher training opportunities provided by Conwy County Borough Council and /or OVW.	

Town Clerk	CILCA, FILCA & ILCA;		ILCA completed	Cilca to be completed by end of 2023	
Staff as appropriate	Basic First Aid. Fire. Data Protection. Employees DESSE. Manual Handling. H & S in the Workplace.	Attendance at SLCC/ OVW/PAW/CCBC Virtua/F2F local council meetings and training sessions, as required/deemed appropriate, throughout the financial year.	- See below -Training Needs Analysis		

**Training Needs Analysis**  
Scale 1 (Desirable) – 5 (Crucial)

<u>COUNCILLORS</u>	<u>Importance</u>	<u>Need</u>	<u>Overall</u>	<u>Completion Date</u>
Basic Induction	5	5	25	Dec 2023
Code of Conduct	5	5	25	Dec 2023
Data Protection	5	4	20	Dec 2023
Good Councillor Guide	5	4	20	Dec 2023
Financial Management & Governance	5	3	15	March 2023
Planning Aid Wales	5	3	15	March 23
One Voice Wales Modules	3	3	9	Intermittent

<u>EMPLOYEES</u>	<u>Importance</u>	<u>Need</u>	<u>Overall</u>	<u>Est Delivery Date</u>
Fire	5	5	25	March 2023
Data Protection	5	5	25	March 2023
H & S in the Workplace	5	4	20	March 2023
Manual Handling	5	4	20	March 2023
Basic Understanding of COSHH Regulations	5	4	20	March 2023
DESSE	5	4	20	Intermittent

<b>Basic First Aid</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>On expire of existing Certificate</b>
------------------------	----------	----------	-----------	--

### **MEMBERS RESPONSIBILITIES**

- **Members are individually responsible for taking ownership of their own training, they need to identify and undertake any required initial/annual/refresher training.**
- **Members are sent a list of all available OVW Training events each month by the Clerk, and members are required to advise the Clerk of any identified/required training (New and Refreshers).**
- **Members are asked to inform the Clerk of any training accessed for inclusion within the training record.**

**The Clerk will keep and up to date Training Record for all members and employees.**

### **TRAINING COSTS**

**Training costs differ, for example OVW training is £35 per session, Planning Aid Wales is approx. £30 per session, and CCBC First Aid training is approx. £75 for one full day training, most CCBC training/refresher sessions are F.O.C.**

### **TRAINING BUDGETS**

**Training Budgets are reviewed/agreed annually, and the Training Budgets for 2022 -23 are as follows:**

**Employee Training - £300**

**Member Training - £500**