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PENMAENMAWR TOWN COUNCIL

COUNCILLORS TRAINING PLAN

1. Background

1.1 The Local Government and Elections Act 2021 Section 67 requires local councils to establish and publish a plan about training provision for councillors and staff. The first training plan should have been published by 5th November 2022.

1.2 Under section 67(4) of the 2021 Act after is a duty on councils to review their training plan from time to time. As a minimum this would be at least at every ordinary election of Town Councillors (the next elections are scheduled for 2027).

1.3 Under section 67(3) of the 2021 Act, after the first plan has been published, subsequent plans must be prepared within three months of an ordinary election of Town Councillors. In reality, the plan is likely to require revising more frequently e.g. following a by-election or a new co- opted Councillor joining; staff changes; or taking on new responsibilities such as new services or assets. Under section 67(5) of the 2021 Act, where a training plan is revised or replaced, the Council must publish the revised or new plan.

1.4 The publication of the Council's training plan should be consistent with the wider approach to publication required by the 2021 Act and be published electronically.

2. Training Plan

2.1 This Training Plan is presented for review, approval and adoption and covers the period up to the next Council Election.

2.2 The Plan aims to demonstrate that Penmaenmawr Town Council is committed to providing training for both its Members and staff to enable them to undertake their respective roles. Training is for the benefit of those participating and for the Council and the community it serves.

3. Training Objectives

a) To improve the understanding of the role of PTC Member as a councillor and the work of the Council.

b) To improve the understanding of the legal aspects of decision making and how to achieve the best value from the resources available.

c) To prepare adequate business contingency measures for succession planning, ensuring that services operate effectively following local elections and potential changes to the Council membership and staff.

d) To provide timely and appropriate induction training and information for all Councillors and co-optees within 6 months of the delivery of their declaration of acceptance of office.

e) To ensure all Councillors undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

f) To complete a skills audit following an ordinary election and/or a significant change to the structure of the Council to identify gaps in knowledge and consider training needs based on a schedule of core competencies (Appendix 1).

g) To maintain up to date records of training assessments and requirements. (Appendix 2).

h) To encourage Councillors to attend conferences and training events as appropriate.

Appendix 3 provides a schedule of courses provided by One Voice Wales (OVW) and an

explanation of the module content.

Appendix 4 is a schedule of courses available from the Society of Local Council Clerks (SLCC).

Other options for delivering training is at the discretion of the Council.

i) To ensure Councillors read the following publications:

- The Good Councillors Guide
- Governance and Accountability – A Practitioners Guide
- Being a Good Employer
- The Good Councillors Guide to Employment
- The Code of Conduct

These and other reference documents are made available in the "Teams" folder or hard copy in the Councillors reference library in the Clerk's office.

j) To ensure Councillors understand and comply with the current Standing Orders and Financial Regulations.

4. Resources and Recording

4.1 A training budget will be agreed each year through the budget setting process.

4.2 The Clerk will maintain a training record including costs for all members and staff, this will be regularly updated as and when training is required / undertaken.

4.3 Training needs will be identified through the staff annual appraisal/review process and by individual Councillors and staff informing the Clerk of any training needs that arise throughout the year. These will be reviewed by the HR Committee at least annually.

4.4 Councillors will be responsible for informing the Clerk of any training undertaken throughout the year so as to maintain accurate training records.

4.5 Any expenditure incurred from training that has been booked but not attended will be required to be reimbursed by the non-attendee.

4.6 Any training expenditure in excess of £500 undertaken by staff who leave within 2 years of that training may be asked to reimburse the Council.

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APPENDIX: 1A - SCHEDULE OF COMPETENCIES - COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of an individual Councillor's 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 a place or community plan 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 of Equality and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and	Demonstrates and applies appropriate equality legislation and demonstrates equality 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.

	what constitutes respectful behaviour towards others.	
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.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically.

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	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.	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	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. 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 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.

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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 (CCBC).	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,	Ensures that the public feel welcome, understand the meeting's purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings.

	focusing on outcomes, and limiting contributions which do not contribute to the outcomes.	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 Working Groups. 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. Ability to manage the Council's reputation when representing the Council at civic functions. Skills in public speaking and relationship	Demonstrates high level communication, interpersonal and social skills.

	management.	

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APPENDIX: 1B - SCHEDULE OF COMPETENCIES – THE CLERK (Proper Officer)

a) Understands the roles, responsibilities, and duties of the Council and of the individuals involved in the work of the Council.

b) Is able to carry out research so that the Council is well-informed when making decisions.

c) Can manage the implementation of decisions for which the Council is responsible.

d) Can organise and maintain effective administrative systems, processes, policies, and records.

e) Can employ a variety of written and oral communication skills including the use of information and communications technology.

f) Can advise the Council on its duties and powers.

g) Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality.

h) Is able to establish appropriate and lawful procedures for managing the meetings of the Council and its Committees.

i) Can advise the Council on statutory requirements and other procedures for maintaining public confidence in the Council.

j) 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.

k) Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT, and procurement.

l) Can support the council in the planning, management, funding and review of projects, services, assets, and facilities.

k) Can manage the employment, performance, and development of staff.

l) Can manage effective relationships with contractors and service users.

m) Can advise the Council on its performance as a corporate body ensuring Councillors have opportunities for training and development.

n) Can advise and support the Council as it identifies and implements plans for the future of the community it represents.

o) Can manage and administer the Council's participation in the planning system according to current planning law, policies, and procedures.

p) Can demonstrate an awareness of all aspects of the community served by the Council, recognising and respecting different interests and enabling cohesion.

q) Can help provide all members of the community with opportunities for influencing decisions that affect their lives.

r) Can facilitate the Council's engagement with the community, managing public relations and ensuring that the Council is transparent in

all its actions.

s) Can manage effective partnership working.
t) Can advise and support the Council as it facilitates community activity.

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APPENDIX:2 - LEARNING AND DEVELOPMENT PLAN

Name of Councillor……

An assessment should be made for or by each Councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority is given to competency levels assessed as 1 or 2.

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies) – Appendix 1
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		
Health and Safety		
Continuing professional and personal development		
Financial Capability		
Sustainable Development		
Local Leadership		
Chairing Skills		
Civic Leadership		

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APPENDIX:3 - One Voice Wales Courses

Module 1 - The Council
- The Council as a Corporate Body
- The "Team" of Members and Staff
- The Council's Role
- Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover 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 this presentation, you 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.

Module 2 - The Councilor
- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the Councilor and their commitment to the office of Councilor, the Register of Members Interests, the Code of Conduct, and ethical behavior expected of a Councilor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to "build bridges" between yourself, the council and other interested parties.

Module 3 - The Council as an Employer
- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding the Law
- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities

- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover 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.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas

- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling 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.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers
- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover 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.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how, and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.
The module specifically covers the following:
The Nolan Principles
What Councillors must do and
must not do Personal/Prejudicial
interests Predetermination &
Predisposition How the Code is
Policed

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Module 10 - Chairing Skills
To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 - Community Emergency Planning
What does emergency planning mean to you?
This course will give an overview of emergency planning and how it relates to communities. It will inform on the role of the main responding agencies and give an insight into what a community can do before, during and after an incident.
It will give you the opportunity to deal with a scenario real councils could face.

Module 12 – Creating a Community Plan
To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

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Module 13 - Community Engagement Part II (Tools & Techniques)
To 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.

Module 14 - Equality & Diversity
Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management
To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & social media
To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications
To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects

Module 18 – Managing Your Staff
To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer
Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.
The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers
- Models for and approaches to Service Devolution
- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability
This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced
This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to the Chairs, those serving on

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Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities
- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit

- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions
- Investments

Module 22 - Understanding Mediation
To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low-level Code of Conduct complaints and in relation to employment matters.

Module 23 Successfully taking on a Community Asset Transfer
To provide an understanding of the most effective ways of ensuring a successful community asset transfer.

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APPENDIX: 4 COURSES & QUALIFICATIONS AVAILABLE FROM THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)

Webinars:
The SLCC offer over 100 sector specific webinars for your officers to attend from VAT to Health & Safety, Planning to Carbon Literacy

Themed Summits - A one day dedicated event on topical matters

Practitioners' Conference - A two day in person event covering a variety of workshop topics for small / medium-sized councils. A chance to network with likeminded clerks and share similar experiences.

Joint SLCC & OVW Conference - An annual event currently delivered virtually offering training and guidance on a variety of topics.

Management in Action - An interactive event featuring sessions around connecting people, developing strategy, and preparing the sector for the future.

National Conference - Hear from a range of distinguished sector speakers providing training focused on the conference theme (changes annually).

Qualifications:

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and expand your skill set, broaden your career opportunities & progression, and feel empowered.

- ILCA

https://www.slcc.co.uk/qualification/ilca/

FiLCA

https://www.slcc.co.uk/qualification/filca/

- ILCA to CiLCA https://www.slcc.co.uk/qualification/ilca-to-cilca/ CiLCA https://www.slcc.co.uk/qualification/cilca/
- ILM (L5) Diploma in Leadership & Management https://w ww.slcc.co.uk/qualification/ilm-level-5- diploma-in-leadership-management/
- LM (L5) Certificate in Coaching & Mentoring

https://www.slcc.co.uk/qualification/ilm-level-5- certificate-in-coaching-mentoring/

- ILM (L5) Diploma in Coaching & Mentoring https://www.slcc.co.uk/qualification/ilm-level-5-diploma- in- coaching-mentoring/
- Community Governance https://www.slcc.co.uk/qualification/community-governance/