



Cwmbran Community Council  
Cyngor Cymuned Cwmbrân

## Training Plan

Prepared in accordance with [Section 67](#) of the 2021 Local Government & Elections (Wales) Act

<b>Date approved by Policy &amp; Finance</b>	<b>17 October 2022</b>
<b>Date approved by Council</b>	<b>9 November 2022</b>
<b>Date of First Planned Review</b>	<b>17 May 2023 (AGM)</b>

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community.

The plan will be kept under review and formally reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

<b>Role</b>	<b>Training to be arranged in 2022/23</b>	<b>HOW</b>	<b>Comments</b>	<b>WHEN</b>
Members	<ul style="list-style-type: none"> <li>• Basic Induction for all Members</li> <li>• Code of Conduct</li> <li>• Financial Management &amp; Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Informal training by Council staff.</li> <li>• Formal training</li> <li>• Informal training by Council staff</li> <li>• OVW training</li> </ul>	Induction includes a series of governance presentations and dialogue with staff. Governance and financial information has been issued to all Members.	<ul style="list-style-type: none"> <li>• From November 2022</li> </ul>
Clerk	<ul style="list-style-type: none"> <li>• General Power of Competence. (GPOC)</li> <li>• Continuous Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• SLCC</li> <li>• Ongoing</li> </ul>	The Acting Clerk is halfway through the CiLCA qualification	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Other staff	<ul style="list-style-type: none"> <li>• Continuous Professional Development</li> <li>• ILCA (Introduction to Local Administration)</li> </ul>	<ul style="list-style-type: none"> <li>• Performance to be managed by Clerk in consultation with Members as appropriate (staff appraisals)</li> <li>• 2 Members of staff recently started the ILCA course. Request new employees to carry</li> </ul>	Members/Clerk to look at annual staff appraisals	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

		out the ILCA qualification.		
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<b>Training to be arranged in 2023/24 (Members &amp; Staff)</b>	<b>Training to be arranged in 2024/25 (Members &amp; Staff)</b>	<b>Training to be arranged in 2025/26 (Members &amp; Staff)</b>	<b>Training to be arranged in 2026/27 (Members &amp; Staff)</b>
To be agreed as part of ongoing assessment.	To be agreed as part of ongoing assessment.	To be agreed as part of ongoing assessment.	To be agreed as part of ongoing assessment.

## **Training Needs Analysis**

Training needs will reflect core competencies of Members and officers (attached) and the [Good Councillor's Guide](#).

Development needs will be identified by regular dialogue and examination of training opportunities.

Forward planning helps meet current and future needs, as defined in the Annual report and Work programme and align training needs with goals.

New challenges and opportunities, such as those offered by GPOC, may arise. These will be kept under review.

## **Type of Training and numbers participating**

Training opportunities are reported to all Members on a weekly basis, through Members Matters.

Other training opportunities, delivered by bodies such as Planning Aid Wales will also be kept under review and considered as opportunities arise.

Member training to be delivered by (for example) One Voice Wales or Monitoring Officer through formal training and attendance at conferences of events.

Clerk's training to be delivered by SLCC and/or One Voice Wales through formal training and attendance at conferences of events. Other training providers to be considered as opportunities arise.

Health & Safety awareness/First Aid training is provided to all staff in consultation with appropriate third parties.

Training opportunities are available to all Members and staff.

Staff will be granted paid release from work commitments in order to undertake essential training when necessary. A range of training providers will be considered in addition to in-house training.

## **Timeframes**

As per tables above.

### ESTIMATED OVERALL COSTS OF THE TRAINING IN EACH COUNCIL YEAR

<b>Financial Year</b>	<b>Amount to be included in the budget at 2022 Prices (£)</b>	<b>Comments</b>
2022/23	£4750	Codes BO4 & CO3
2023/24	To be agreed as part of budget setting.	
2024/25	To be agreed as part of budget setting.	
2025/26	To be agreed as part of budget setting.	
2026/27	To be agreed as part of budget setting.	

One Voice Wales training modules usually delivered at a cost of £35.

Training costs to be usually met by Councils themselves, though some bursary funding may be available.

## SCHEDULE OF COMPETENCIES

### COUNCILLORS

<b>Requirement</b>	<b>Knowledge and Skills</b>	<b>Effective Behaviours</b>
<b>Understanding the Role of the Councillor</b>	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.
<b>Understanding of the legal basis upon which the Council delivers services to the community</b>	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.
<b>Understanding the planning system</b>	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.
<b>Conduct</b>	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.
<b>Equality and Diversity</b>	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 Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	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 as a councillor whether in the Council, community or political group.
<b>Financial Governance and Accountability</b>	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.

<b>Attendance at and preparation for meetings and other organised events</b>	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.
<b>Information Management</b>	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.
<b>Using ICT and social media</b>	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.
<b>Working with the Clerk and other employees</b>	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.
<b>Health and Safety</b>	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.
<b>Continuing professional and personal development</b>	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.
<b>Financial Capability</b>	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.
<b>Sustainable Development</b>	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.
<b>Local Leadership</b>	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.

<p><b>Chairing</b></p>	<p>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.</p>	<p>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.</p> <p>Work programme development and management</p> <p>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> <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>
<p><b>Civic Leadership</b></p>	<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>

### **CLERKS (Deputies and Assistant Clerks)**

(These are taken from the CilCA portfolio guide)

Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council

Is able to carry out research so that the council is well-informed for making decisions

Can manage the implementing of decisions for which the council is responsible

Can organise and maintain effective administrative systems, processes, policies and records

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

Can advise the council on its duties and powers

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

Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees

Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council

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

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

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

Can manage the employment, performance and development of council staff

Can manage effective relationships with contractors and service users

Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

Can advise and support the council as it identifies and implements plans for the future of the community it represents

Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion

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

Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions

Can manage effective partnership working

Can advise and support the council as it facilitates community activity

### **Task Force/Cleaner**

The core competencies for such roles can be found on the Ofqual website: <https://register.ofqual.gov.uk/>

Ofqual website may identify competencies linked to NVQ qualification for the wide range of other staff employed by community and town councils.