



Connah's Quay Town Council

Title:	Training Plan
Approved by:	Town Council.
Date:	March 2024
Version Number:	2.0
Status:	Agreed
Review Frequency:	Annually
Next review date:	March 2025

1. Introduction

Section 67 of the Local Government and Elections (Wales) Act 2021 requires town and community councils to make and publish a training plan about training provision for its members and staff. The training plan should reflect on and address whether the Council collectively has the skills and knowledge it needs to deliver its aims and objectives in an effective manner. The training plan includes councillors and members of staff.

2. Training Needs Analysis

To determine training priorities, it is necessary to assess the essential skills needed by the council and whether there is sufficient depth and coverage across the Council.

The following core skills have been identified as fundamental and essential for all **councillors**:

- Basis Induction
- Code of Conduct
- Financial Management and Governance

The following additional skills have been identified as important for relevant **councillors**:

- Planning
- Local Council Law
- Chairing a Meeting

The following core skills have been identified as fundamental and essential for the **Clerk**:

- Meeting/Committee Administration
- Financial Management
- Policy and Report Writing
- Local Council Law
- Management of Staff
- ICT Systems

The following core skills have been identified as important for all **administration staff**:

- Meeting/Committee Administration
- Financial Management



Connah's Quay Town Council

- ICT Systems
- Event Management

The following core skills have been identified as important for all **operative staff & management**

- Communication Skills
- Management of Staff
- Event Management
- Health & Safety

Applicable training courses will be considered for all councillors to ensure the Council as a corporate body has sufficient coverage across the core skills areas. The following sector specific staff qualifications will be considered to ensure the staffing team has sufficient coverage across their core skill areas:

- **ILCA** – The introduction to Local Council Administration (ILCA) is a Level 2, online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few month of employment, as well as those aspiring to go on and complete Level 3 CiLCA qualification. The aim of the course is to introduce the work of a local council, the clerk and its councillors.
- **FILCA** – The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to introduce council finance.
- **CiLCA** – CiLCA is a foundation Level 3 qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance, planning and community involvement.

The Council's Training Needs Analysis Form (Appendix 1) should be completed by all councillors and members of staff to self-appraise a level of competence.

3. Action Plan

All Councillors & Staff to complete the 'Training Needs Analysis' – Appendix 1. This is a confidential document which will then be used to identify areas of strength and areas for development.

A list of training courses provided by One Voice Wales will be submitted to Councillors on a regular basis.

Relevant courses will then be booked for each individual.



Connah's Quay Town Council

4. Completed Courses and Record Keeping

The Clerk will maintain a record of all completed courses including any certificates obtained.

5. Review

This plan will be approved by the full Council and circulated to members and staff and will also be published on the Council's website.

The Council will undertake an annual review of the plan to ensure it remains fit for purpose and in line with the Council's aims and objectives.



Connah's Quay Town Council

APPENDIX 1

Training Needs Analysis

The aim of this process is to identify areas of strength and areas for development. It evaluates what a person needs to do, know and understand to carry out their role in a consistent and competent way.

Name

Role

Please highlight your current levels of knowledge/experience in the table below using the following scale. Fill out the comments box to explain your grading if necessary or explain that none of the scale grades are appropriate for you.

Scale Grade

- 1** I have **only just joined the local council sector** and would benefit from a basic introduction.
- 2** I have a **basic understanding** and therefore need to deepen my technical or legal knowledge
- 3** I have **some knowledge and experience** of this subject
- 4** I have a **good level of knowledge and experience** in this area/subject

Councillor	Basic Introduction	1	2	3	4
Councillor	Code of Conduct	1	2	3	4
Councillor	Financial Management & Governance	1	2	3	4
Councillor	Planning	1	2	3	4
Councillor	Local Council Law	1	2	3	4
Councillor	Chairing a Meeting	1	2	3	4

Comments



Connah's Quay Town Council

Staff	Meeting/Committee Administration (Clerk & Admin)	1	2	3	4
Staff	Financial Management (Clerk & Admin)	1	2	3	4
Staff	Policy & Report Writing (Clerk)	1	2	3	4
Staff	Local Council Law (Clerk	1	2	3	4
Staff	Management of Staff (Clerk & Management)	1	2	3	4
Staff	ICT Systems	1	2	3	4
Staff	Event Management	1	2	3	4
Staff	Communication Skills (Admin & Operative)	1	2	3	4
Staff	Health & Safety (Operative)	1	2	3	4

Comments

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Please find recommendations for training based on your identified training needs.

Rating	Recommendations for Training
Grade 1 & 2	It is recommended you undertake some further training in this work area
Grade 3	You many have sufficient knowledge but could need further training if there is a change in this work area e.g. legislative changes
Grade 4	You have sufficient knowledge to be fully competent in this work area.

