



# Connah's Quay Town Council

Title:	<b>Training Plan</b>
Approved by:	Town Council.
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## 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**:

- 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
- ICT Systems



# Connah's Quay Town Council

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 months 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.

### **3. Training Action Plan – See Appendix 1**

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

It is recommended that all Councillors complete the following within 3 months of becoming a Councillor (subject to availability of dates):

Induction to the Council

Code of Conduct

The Councillor

The Council Meeting

It is recommended that the Chair of the Council and Chair of each Committee attends a Chaining Skills course within 3 months of taking up the role (subject to availability of dates).

Relevant courses will then be booked for Councillors or staff members by the Clerk.



# Connah's Quay Town Council

## **4. Training Budget**

A budget each year is agreed for training purposes. The budget for 2026/2027 has been agreed at £2000

## **5. Completed Courses and Record Keeping**

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

## **6. Review**

This plan will be approved by the full Council and circulated to Councillors 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 Plan

Who	What	How	When	Outcome
All new Councillors	Induction to the Council	Informal Session – In-house	Within 1 month of acceptance of office	Good knowledge and understanding of the Council and its work.
All Councillors	Code of Conduct	Formal Training	Within 6 months of acceptance of office	Knowledge and understanding of the obligations within the Code of Conduct
All Councillors	The Councillor The Council Meeting	Formal Training	Within 3 months of acceptance of office Or When required	Knowledge and understanding of obligations within the Council
Chair of the Council	Chairing Skills	Formal Training	Within 3 months of accepting office as Chair	Good practice
Chair of a committee	Chairing Skills	Formal Training	Within 3 months of accepting Committee Chair	Good practice
All staff	Introduction to the Council	In-house	Within 1 month of starting employment	Understand how the Town Council operates
All staff	Specialist Training i.e. Health & Safety First Aid IT Skills	Formal Training	When required	Relevant to role within the Council
Town Clerk/RFO	A recognised finance & governance qualification	Formal Qualification	Within 12 months of employment	Knowledge, understanding and skills necessary to undertake role.