

BAY OF COLWYN TOWN COUNCIL

Training & Development Plan – 2023'24

The contracts of employment for Council staff require officers and other employees to maintain up to date knowledge of their functions and duties. The Council undertakes to support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence costs incurred, in accordance with the agreed scale. The Local Government and Elections (Wales) Act also requires all town and community councils to approve and publish a training plan, to include training for both staff and members of the Council. A knowledge/skills audit and training needs analysis will be undertaken after each ordinary election and be reviewed/updated annually by the Clerk to inform the annual training plan.

The following is a summary of the training to be undertaken by staff and councillors for the 2023'24 municipal year.

1. Clerk

The Clerk is a Principal Member of the Society of Local Council Clerks. As such, she is expected to undertake a number of continued professional development activities annually and maintain a record of these, for submission to the SLCC on renewal of membership each year.

The Clerk seeks the on-going support of the Council in funding and providing time for her to attend some/all of the following core CPD/training events during the next financial year (costed on the basis of in-person attendance, but may be less for virtual events):

- a. SLCC/OVW Joint Conference for Wales – (cost approx. £80)
- b. SLCC Management in Action Conference – (2 day - cost approx. £375)
- OR
- c. SLCC Practitioners Conference – Feb/March (2 day -cost approx. £375)
- d. SLCC National Conference – Oct/Nov (2 day - cost approx. £450)
- e. SLCC Wales one day regional training seminar (cost approx. £80)
- f. Other online CPD courses, local SLCC branch meetings, Conwy Clerks' training events, or OVW conferences, as and when they occur (usually low cost (<£75), or time and travel expenses only)

2. Assistant Clerk

The Assistant Clerk undertakes a number of administrative tasks, Mayoral / Civic secretarial duties and acts as a Committee Clerk to several committees. She is also expected to deputise for the Clerk during any periods of annual leave or other absence.

During 2019 she completed working through the SLCC's 'Introduction to Local Council Administration' training course, which is a modular based course covering the main aspects of local council administration.

It may also be beneficial for the Assistant Clerk to attend occasional IT refresher courses, specifically Microsoft Office, or other local CPD courses relevant to her work (e.g. Data Protection), as and when these are available, with estimated total costs of £150 p.a.

3. Administrative Assistant

The Administrative Assistant also undertakes some committee support functions and will be supported to complete the SLCC's Introduction to Local Council Administration course. This may progress to registration for CiLCA in the future (cost approx. £250) and/or other relevant one-off courses, with estimated total costs £100 p.a.

4. Cleaner/Caretaker

It is necessary for the caretaker/cleaner to have a basic understanding of health and safety issues and CoSHH regulations etc., for which occasional training may be beneficial (cost estimated to be no more than £100 p.a.).

5. Members

The Council encourages and supports its Members to take up appropriate training opportunities, as and when these arise. Approximate costs for training courses delivered by One Voice Wales (OVW) are £60 per session (reduced to £35 for members). Training may also be available from CCBC, Planning Aid Wales (approx.£30 per session), or other bodies during the year.

Following the elections in May 2022, the Council is undertaking a review of the skills, experience and knowledge of its members and it will then update the training schedule for members to ensure there is sufficient coverage and depth of knowledge and skills across the following areas:

- a. Basic induction training - be provided for all Members by the Clerk
- b. Code of Conduct training will be mandatory for all Members (to be provided by CCBC or OVW and/or delivered by the Clerk)
- c. Core training modules provided by OVW: The Council, The Councillor, The Council Meeting, An Introduction to the Law
- d. The Mayor, Deputy Mayor and Chairmen/Vice-Chairmen of Committees will be encouraged to attend the Charing Skills course provided by OVW.
- e. Members of the Audit Sub-Committee will be expected to complete the Advanced Local Government Finance module, provided by OVW.

- f. Members of the Policy & Finance Committee will be encouraged to attend the Introduction to Local Government Finance modules, provided by OVW.
- g. Members of the General Purposes & Planning Committee will be encouraged to attend the Introduction to Planning modules, available from Planning Aid Wales.
- h. Other OVW Councillor training modules will also be supported, if there is a need demonstrated during the skills audit and sufficient remaining in the training budget.

It is recommended that the Council sets aside a continuing budget of £1,800 p.a. to support member training costs, allowing for an average of £75 (covering the cost of at least two courses) per member.

Though the training listed in a. to g. above will be prioritised, other relevant training for members may also be considered, within the budget available.

Total Annual Training Budget Required = £3,700