



BAY OF COLWYN TOWN COUNCIL

Training & Development Plan – 2025/26

The contracts of employment for the Council's 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 next municipal year:

1. Clerk

The Clerk is a Fellow (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/Skills Building Conference/event(s) – (2 days max - cost approx. £450) OR
- c. SLCC Practitioners Conference – Feb (2 day -cost approx. £450)
- d. SLCC National Conference – Oct/Nov (2 day - cost approx. £500)
- 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. Deputy Clerk / Place Plan Manager

The Council will support the Place Plan manager to undertake the SLCC's ILCA and CiLCA courses, as the recognized qualifications for the Deputy Clerk role. Other training relevant to the Place Plan Project Manager role will also be supported, within a total annual approved budget of £750.

3. Assistant Clerks

The Assistant Clerks undertake a number of administrative tasks, including Mayoral / Civic secretarial duties and acting as a Committee Clerk to several committees.

The Council will support all Admin Staff to complete 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 will also support staff who want to progress onto the Certificate in Local Administration (CiLCA). It may also be beneficial for the Assistant Clerks to attend occasional IT refresher courses, or other local CPD courses relevant to their work (e.g. Data Protection, First Aid at Work etc), as and when these are available, with estimated total costs of £500 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 £63 per session (reduced to £40 for member councils). Training may also be available from CCBC, Planning Aid Wales (approx.£35 per session), or other bodies during the year.

Following the elections in May 2022, the Council has undertaken a review of the skills, experience and knowledge of its members, updated the training schedule for members and will support councillor training to ensure there is sufficient coverage and depth of knowledge and skills across the following areas, as a minimum:

- 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 all Chairmen/Vice-Chairmen of Committees will be required to attend the Chairing Skills course provided by OVW before being elected as Chair or Vice-Chair.
- e. Members of the Audit Sub-Committee will be required to complete the Advanced Local Government Finance module, provided by OVW.
- f. Members of the Policy & Finance Committee will be required to attend the Introduction to Local Government Finance module, provided by OVW.
- g. Members of the General Purposes & Planning Committee will be encouraged to attend relevant Planning modules, provided by Planning Aid Wales.
- h. Members of the Staffing Committee and Appeals Panel will be required to attend the Council as an Employer module, provided by OVW.
- i. 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 two courses) per member per year.

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

Total Annual Training Budget Required = £4,400