

Cyngor Cymuned Llysfalen Community Council



PROGRAMMING AND ESTIMATED COST OF TRAINING

Courses Identified as Needed (Title)	Role to which they relate	2022/23 Est Cost and No. of Courses	2023/24 Est Cost and No. of Courses	2024/25 Est Cost and No. of courses	2025/26 Est Cost and No. of courses	2026/27 Est Cost and No. of courses	Comments
New Councillor Induction	Councillor		1x£38	1x£38	1x£38	1x£38	As new councillors onboard
Module 1 – The Council	Councillor		1x£38	1x£38	1x£38	1x£38	As new councillors onboard
Module 2 – The Councillor	Councillor		1x£38	1x£38	1x£38	1x£38	As new councillors onboard
Module 3 – The Council as an employer	Councillor/ Clerk		1x£38	1x£38	1x£38	1x£38	TBC
Module 4 – Understanding the law	Councillor/ Clerk			1x£38			TBC
Module 5 – The Council Meeting	Councillor/ Clerk		1x£38				TBC

Module 6 – Local Government finance	Councillor/ Clerk			1x£38	1x£38	1x£38	2023-24 Chair
Module 7 – Health and Safety	Councillor/ Clerk			1x£38			TBC
Module 8 – Community Engagement	Councillor/ Clerk		2x£38	2x£38	2x£38		TBC
Module 9 – Code of Conduct	Councillor/ Clerk		1x£38	1x£38	1x£38	1x£38	TBC
Module 10 – Charing skills	Councillor/ Clerk		1x£38	1x£38			2023-24 Chair 2023-24 Vice Chair
Module 11 – Emergency Planning	Councillor/ Clerk				1x£38		TBC
Module 12 – Community plan	Councillor/ Clerk		3x£38	3x£38			TBC
Module 13 – Community engagement 2	Councillor/ Clerk		3x£38	4x£38			TBC
Module 14 – Equality & Diversity	Councillor/ Clerk				1x£38		TBC
Module 15 – Information Management	Councillor/ Clerk				1x£38		TBC
Module 16 – IT Website & Social Media	Councillor/ Clerk			1x£38			TBC

Module 18 – Management of staff	Councillor			1x£38			TBC
Module 19 – Devolution of service	Councillor/ Clerk		1x£38				TBC
Module 20 – WOFG Act 2015	Councillor/ Clerk		1x£38				TBC
Module 21 – Local government finance advances	Councillor/ Clerk			1x£38			TBC
Module 22 – Mediation	Councillor						
Module 23 – Community Asset Transfer	Councillor/ Clerk			1x£38			TBC
ILCA	Clerk		£144				BD
CILCA	Clerk				£450		BD

Appendix Five

One Voice Wales Courses

National Training Programme for Community and Town Councils in Wales

Module 1 - The Council

- The Council as a Corporate Body
- The “Team” of Members and Staff
- The Council’s Role
- Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.

Module 2 - The Councillor

- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the Councillor and their commitment to the office of Councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a Councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to “build bridges” between yourself, the council and other interested parties.

Module 3 - The Council as an Employer

- Contracts of Employment

- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding the Law

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas

- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers
- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.

The module specifically covers the following:

The Nolan Principles
What Councillors must do and must not do
Personal/Prejudicial interests
Predetermination & Predisposition
How the Code is Policed

The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.

Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 - Community Emergency Planning

What does emergency planning mean to you?

This course will give an overview of emergency planning and how it relates to communities.

It will inform on the role of the main responding agencies and give an insight into what a community can do before, during and after an incident.

It will give you the opportunity to deal with a scenario real councils could face.

So...

- What is a resilient community?
- What should a community emergency plan look like?
- How would you interact with the responding agencies?
- This course will give the who, why, what and when of emergency planning!

Module 12 – Creating a Community Plan

To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

Module 14 - Equality & Diversity

Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management

To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & social media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications

To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

Module 18 – Managing Your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer

Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.

The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers
- Models for and approaches to Service Devolution

- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability

This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced

This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities
- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions

- Investments

Module 22 - Understanding Mediation

To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low-level Code of Conduct complaints and in relation to employment matters.

Module 23 Successfully taking on a Community Asset Transfer

To provide an understanding of the most effective ways of ensuring a successful community asset transfer.

APPENDIX SIX

TOPIC COURSES AVAILABLE FROM THE SOCIETY OF LOCAL COUNCIL CLERKS AS WELL AS QUALIFICATIONS

Webinars

The SLCC offer over 100 sector specific webinars for your officers to attend from VAT to Health & Safety, Planning to Carbon Literacy

<https://www.slcc.co.uk/events/webinar/>

Themed Summits

A one day dedicated event on topical matters

<https://www.slcc.co.uk/events/themed-summits/>

Practitioners' Conference

A two day in person event covering a variety of workshop topics for small / medium sized councils. A chance to network with likeminded clerks and share similar experiences

<https://www.slcc.co.uk/event/practitioners-conference-2023/>

Joint SLCC & OVW Conference

An annual event currently delivered virtually offering training and guidance on a variety of topics <https://www.slcc.co.uk/event/ovw/>

Management in Action

An interactive event featuring sessions around connecting people, developing strategy and preparing the sector for the future

<https://www.slcc.co.uk/event/mia>

National Conference

Hear from a range of distinguished sector speakers providing training focused on the conference theme (changes annually)

<https://www.slcc.co.uk/event/national/>

Qualifications

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and expand your skill set, broaden your career opportunities & progression and feel empowered.

ILCA <https://www.slcc.co.uk/qualification/ilca/>

FiLCA <https://www.slcc.co.uk/qualification/filca/>

ILCA to CiLCA <https://www.slcc.co.uk/qualification/ilca-to-cilca/>

CiLCA <https://www.slcc.co.uk/qualification/cilca/>

ILM (L5) Diploma in Leadership & Management

<https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-leadership-management/>

ILM (L5) Certificate in Coaching & Mentoring

<https://www.slcc.co.uk/qualification/ilm-level-5-certificate-in-coaching-mentoring/>

ILM (L5) Diploma in Coaching & Mentoring

<https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-coaching-mentoring/>

Community Governance

<https://www.slcc.co.uk/qualification/community-governance/>

APPENDIX SEVEN

TRAINING PLAN TEMPLATE

Name of Council.....Llysfaen Community Council

TRAINING PLAN

Date approved by Council..... 15/5/2023

Date of First Planned Review..... April 2024

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

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 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.

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years):

(This table to include the amount in the current 2022/23 budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23		
2023/24	£790.00	
2024/25	£836	
2025/26	£868	
2026/27	£228	