



Training Plan 2022-2027

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1. Purpose

The purpose of this Training Plan is to identify and deliver the training needs of all councillors and employees.

It provides a clear understanding of how the training needs will be identified, delivered and evaluated.

2. Objective

To ensure the Council has the necessary skills amongst its councillors and employees to perform its statutory duties.

3. Identifying Training Needs

Training needs are identified through the completion of the Training Needs Analysis form - see Appendix 1. Its purpose is to highlight any gaps in knowledge, skills and abilities in order to source appropriate training to fill that gap.

4. Delivery

The most appropriate method of delivery will be used for each identified training need. This could be any one, or a combination of the following methods:

- On the job training
- Shadowing others
- Self-education through reading
- Webinars
- E-learning
- Formal face to face training and development courses run by specialist providers
- Professional qualifications
- Attending seminars
- Mentoring

5. Evaluation

On completion, those attending any form of training are to provide feedback to the Council in relation to its effectiveness. Attendance will be recorded on the training register and effectiveness in the minutes of meetings.

6. Funding

The Council will endeavour to take full advantage of any free resources and bursaries available before funding from its precept.

7. 2022-24 Training

1. The Clerk pass the CiLCA qualification in January 2023 and is now fully qualified.
2. All Council members and staff attended a refresher course on the 'Code of Conduct' run by Denbighshire CC before the end of March 2023.
3. All Council members and staff are to familiarise themselves when the new 'Model Standing Orders' are accepted by the Council in 2023.
4. New Councillors to attend 'in house' induction course within one month of appointment.
5. New Councillors to complete identified training needs form within 1 month of appointment.
6. Individual training needs will be addressed as appropriate when identified.

CYNGOR CYMEITHAS – LLANFERRES – COMMUNITY COUNCIL

Adopted July 2022

Reviewed and updated July 2023

To be reviewed May 2024

Appendix 1

Training Needs Analysis Form

The purpose of completing this form is to identify individual training needs to ensure the appropriate level of skills are reached in order to perform Council duties

Name:

Date:

Position:

Number of years experience within the Council

Skill	Level Required for Position	Level Attained to Date					Training Need	Completion Date
		(indicate with X where 1 = low and 5 = high)						
		1	2	3	4	5		
Induction/training for new Councillors based on experience	5							
Governance:								
Code of Conduct	5							
Standing Orders	5							
Publication Scheme	5							
Financial Regulations	5							
Policy Documents	5							
Finance:								
Local Government Finance	3							
Accounts	3							
Legislation:								
Employment	3							
General Data Protection	3							
Freedom of Information	3							
Communication:								
Written	5							
Verbal	5							
Accessibility	3							
Welsh language	1							
Chairing skills	1							

Courses identified to meet the need:

Delivery method: