



Training Plan 2025

Introduction

Queensferry Community Council is committed to providing a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also to the Councillor's personal development.

Queensferry Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to put in place and publish a training plan to address the training provision and needs of its Councillors and Staff.

The Council is committed to providing its members and staff with the necessary training and development opportunities to equip them with both the knowledge and skills needed to perform its roles and duties effectively and efficiently.

Training and Development

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation". Learning can be categorised into the following:

- Intuitive – learning which happens by chance and which we may not be conscious of.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a systematic approach to reflecting on activities and identifying what we have learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.

It is anticipated that Councillors' and the Clerk's learning will reflect many of the above.

Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council, and how best to utilise the resources available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its Clerk to ensure that they can undertake their role.
3. To ensure an acceptable level of succession planning in order to:
 - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b. Ensure the Council can continue to operate during times when the Clerk may be unavailable (e.g. holidays, sickness, staff turnover etc.).

Training Records

The Clerk keeps a record of attendance at training events and circulates details of training events to Councillors on a regular basis. This information includes who attended the training, when it took place and the title of the course.

Training Budget

The Council sets aside a specific amount in the budget (usually in the region of £1000 per annum) for staff and Councillor training. The training budget is reviewed and agreed by full Council on an annual basis and quarterly updates are provided to Council by the Responsible Finance Officer in relation to expenditure.

Training Expenses

The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the costs of training and development courses or examinations, and payment of mileage expenses and other expenses. Where the Council considers it necessary, it will give reasonable paid time off for study (applicable to paid staff only).

Training Providers

The Council will generally source training from the following training providers:

- One Voice Wales (OVW)
- Society of Local Council Clerks (SLCC)
- Flintshire County Council

The above list is not exhaustive, and the Council may also use other providers as required.

Staff Training

All new staff to undertake induction training.	As and when required
All staff to undertake staff appraisals to identify training needs.	Annually
All office-based staff encouraged to undertake the following for which the Council will provide financial support: 1. ILCA – Introduction to Local Council Administration 2. FILCA – Financial Introduction to Local Council Administration 3. CILCA – Certificate in Local Council Administration	Ongoing
All staff encouraged to read regular publications and updates from internet websites: <ul style="list-style-type: none">• Society of Local Council Clerks - SLCC• The Clerk• One Voice Wales	Monthly

Councillors' Training

All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
All Councillors are encouraged to attend conferences and training events as appropriate to members' and the Council's needs and responsibilities.
All Councillors are encouraged to read the following publications on election to office: <ul style="list-style-type: none">• The Good Councillors Guide• Governance and Accountability for Local Councils – A Practitioners Guide 2019 Edition

Approved by Council on 12th November 2024.