



Towyn & Kinmel Bay Town Council

Council Training Plan

Adopted by TKBTC at Full Council Meeting held on 03/10/2022.

Reviewed by TKBTC at Full Council Annual Meeting held on 17/05/2023.

Revised and Reviewed by TKBTC at Full Council Meeting held on 20/11/2024.

Reviewed & Approved at Full Council Annual Meeting held on 14/05/2025.

Reviewed & Approved at Full Council Annual Meeting held on 13/05/2026.

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new councillors. This is the council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient coverage and depth across the council for it to operate effectively going forward from May 2022.

The council has a dedicated team of experienced and qualified staff. Consequently, the council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the council has sufficient skills and understanding. These are:

Basic induction for Councillors;

The Code of Conduct for Members of local authorities in Wales;

Financial Management and Governance;

Good Councillor Guide;

Data Protection Training;

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for councillors and staff to attain going forward from the publication of this inaugural training plan.

The council has approved the publication of this training plan having identified its initial requirements to take the council forward following the local government ordinary elections on 5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New Councillors	Basic induction to the council;	Informal training delivered by Town Council And New Councillor Induction file.	May 2022	Basic induction comprises a series of governance presentations and a visit to TKBTC Community Resource Centre, and will provide an understanding of how the council operates. A New Councillor Induction/ information pack will also be issued to all new councillors to support the induction programme.	
All Councillors	The Code of Conduct for Members of local authorities in Wales. Good Councillor Guide; Data Protection Financial Management and Governance; Training; Planning Aid Wales	CCBC or OVW Virtual Formal training presentation/Virtual Training and/or New Councillor Training File. Informal training delivered by Town Council and New Councillor Induction file.	- See below - Training Needs Analysis	The initial training will be topped up with annual refresher training opportunities provided by Conwy County Borough Council and /or OVW.	
Town Clerk & Responsible Officer	CILCA, FILCA & ILCA & PIALC Basic First Aid; Fire; Data Protection; Code of Conduct for Qualifying Employees; DESSE; Manual Handling; H & S in the Workplace.	Attendance at SLCC/ OVW/PAW/CCBC Virtua/F2F local council meetings and training sessions, as required/deemed appropriate, throughout the financial year.	CILCA, FILCA & ILCA already completed. PIALC – Not presently available - See below - Training Needs Analysis	COMPLETED:- ILCA 12/07/17 CILCA 12/07/19 FILCA 28/03/22 PIALC 30/09/2024	

Deputy Clerk	CILCA, FILCA, ILCA & PIALC Basic First Aid; Fire; Data Protection; Code of Conduct for Qualifying Employees; DESSE; Manual Handling; H & S in the Workplace.	Attendance at SLCC/ OVW/PAW/CCBC Virtua/F2F local council meetings and training sessions, as required/deemed appropriate, throughout the financial year.	CILCA, FILCA & ILCA PIALC – Not presently available - See below - Training Needs Analysis	COMPLETED:- ILCA – 30/04/2024 CILCA – 27/08/2024 FILCA – 01/08/2024 PIALC – 30/09/2024	
Admin Assistant	Basic First Aid; Fire; Data Protection; Code of Conduct for Qualifying Employees DESSE; Manual Handling; H & S in the workplace;	Formal Certificate/ Formal Training	- See below - Training Needs Analysis	Training provided locally by Clerk and /or CCBC.	
Caretaker	Fire; Data Protection; Basic understanding of COSHH Regulations; DESSE; Manual Handling; H & S in the workplace;	Regular Updates and Training from the Clerk.	- See below - Training Needs Analysis	Training provided locally by Clerk and /or CCBC.	

Training Needs Analysis

Scale 1 (Desirable) – 5 (Crucial)

<u>COUNCILLORS</u>	<u>Importance</u>	<u>Need</u>	<u>Overall</u>	<u>Est Delivery Date</u>
Basic Induction	5	5	25	May/June 2022
Code of Conduct	5	5	25	May 2022
Data Protection	5	4	20	Aug 22
Good Councillor Guide	5	4	20	Aug 22
Financial Management & Governance	5	3	15	Sep 22

Planning Aid Wales	5	3	15	Mar 23
One Voice Wales Modules	3	3	9	Intermittent

<u>EMPLOYEES</u>	<u>Importance</u>	<u>Need</u>	<u>Overall</u>	<u>Est Delivery Date</u>
Fire	5	5	25	June 22
Data Protection	5	5	25	Aug 22
H & S in the Workplace	5	4	20	Completed by H & S Consultant - As and when required
Manual Handling	5	4	20	Completed by H & S Consultant – as required
Basic Understanding of COSHH Regulations	5	4	20	Completed by H & S Consultant – as required
DESSE	5	4	20	Intermittent
Basic First Aid	5	3	15	On expire of existing Certificate

MEMBERS RESPONSIBILITIES

- Members are individually responsible for taking ownership of their own training, they need to identify and undertake any required initial/annual/refresher training.
- Members are sent a list of all available OVW Training events each month by the Clerk, and members are required to advise the Clerk of any identified/required training (New and Refreshers).
- Members are asked to inform the Clerk of any training accessed for inclusion within the training record.

The Clerk will keep and up to date Training Record for all members and employees.

TRAINING COSTS

Training costs differ, for example OVW training is approx. £40 per session, Planning Aid Wales is approx. £30 per session, and CCBC First Aid training is approx. £85 for one full day training, most CCBC training/refresher sessions are F.O.C.

TRAINING BUDGETS

Training Budgets are reviewed/agreed annually

- **Training Budgets for 2023 - 24**
- Employee Training - £500
- Member Training - £500

- **Training Budgets for 2024 - 25**
- Employee Training - £2000
- Member Training - £500

- **Training Budgets for 2025 - 26**
- Employee Training - £1000
- Member Training - £500