



PENHOW COMMUNITY COUNCIL

TRAINING PLAN

2024/2025/2026

Adopted: Annual Meeting May 2024

Reviewed: Annual Meeting May 2025

Penhow Community Council Training Plan 2024/2025/2026

Penhow Community Council's training plan is designed to set out requirements for the provision of training for Councillors and employees. The plan needs to ensure that training and development can be carried out in a proportionate way, considering factors such as the activities undertaken by the council and the current expertise and experience of members and employees. The plan also needs to identify areas for further training and development and consider any new challenges and opportunities that may occur or that the council may wish to explore.

- Councillors and employees need to be encouraged to undertake the appropriate training and development opportunities.
- An annual training budget should be considered and agreed.
- An annual assessment should be carried out to identify individual training needs and opportunities for each Councillor and all employed staff.
- When a training need is either identified or a Councillor or employee requests specific training, the council should consider the most effective way in which the training can be sourced, the cost, and whether others within the council may benefit from the training.
- A regular review of any training undertaken, including a review of the training plan itself, will be required to ensure that the training meets any needs that subsequently arise, such as (but not limited to) :-

Legislative requirements e.g First Aid, Health and Safety, Employment Law

Changes in legislation

Changes in systems or introduction of new equipment

New or revised qualifications become available.

New working methods and practices

Complaints to the council

Training Provision

Internally

Using in-house expertise and knowledge. This may include general computer training, training on specific work procedures/processes or practices within Penhow CC.

Partnerships

The council has links with other partners where training can be sourced, such as through Monmouthshire County Council, One Voice Wales, Gavo (Gwent Association of Voluntary Organisations), Planning Aid Wales and via other community and town councils.

External Training Providers

Various

Professional Bodies

Training towards a professional qualification will usually be sourced through a professional body.

Types of training available

- Face to face courses
- Webinars
- Online courses
- Conferences
- Training days
- In-house training
- Mentoring/coaching
- Provision of relevant books and materials

Training and Development for Councillors

All councillors should have sufficient skills and understanding in the following areas: -

- **Basic induction for Councillors**
- **The Code of Conduct for members of local authorities in Wales**
- **Standing Orders familiarisation**
- **Financial regulations familiarisation**

The above basics could be considered as Stage 1 in the Training plan with the aim that all Councillors should have completed this stage as soon as possible after joining the Community Council.

Stage 2

Stage 2 training will be more specific for the individual, depending on their existing skills and their roles within the council. Or skills and knowledge they may need when acting as a representative of the council to external organisations.

Refer to Appendices for Schedule of Competencies for Councillors and Clerk.

One Voice Wales offer a variety of training courses which Councillors can undertake. These are quite specific and currently include the following modules: -

The Council as an Employer
Managing your Staff
Health and Safety
Equality and Diversity
The Council Meeting
Understanding the Law
Introduction to Community Engagement
Community Engagement part II (Tools and Techniques)
Chairing Skills
Community Emergency Planning
Community/Place Planning
Information Management
Use of IT, Websites and social media
Making effective Grant Applications
Devolution of Services/Community Asset Transfer
Finance & Governance Toolkit

APPENDIX ONE

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment,	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in

	marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.

Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of	Ensures that the public feel welcome, understand the meeting

	debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

CLERKS (Deputies and Assistant Clerks)

(These are taken from the CilCA portfolio guide)

- Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
- Is able to carry out research so that the council is well-informed for making decisions
- Can manage the implementing of decisions for which the council is responsible
- Can organise and maintain effective administrative systems, processes, policies and records
- Can employ a variety of written and oral communication skills including the use of information and communications technology
- Can advise the council on its duties and powers
- Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
- Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees
- Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council
- Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications
- Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement
- Can support the council in the planning, management, funding and review of projects, services, assets and facilities
- Can manage the employment, performance and development of council staff
- Can manage effective relationships with contractors and service users
- Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development
- Can advise and support the council as it identifies and implements plans for the future of the community it represents
- Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

- Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion
- Can help provide all members of the community with opportunities for influencing decisions that affect their lives
- Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
- Can manage effective partnership working
- Can advise and support the council as it facilitates community activity