



Hawarden Community Council  
10<sup>TH</sup> November 2025

## **TRAINING PLAN FOR EMPLOYEES AND COUNCILLORS FINAL**

### **1. Purpose and scope:**

- 1.1 The Community Council aspires to be a competent and efficient Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2 Section 67 of the 2021 Local Government and Elections (Wales) Act **requires** community councils to make and publish a plan about the training provision for its members and staff as it has been recognised that Town and Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions.
- 1.3 Therefore the Council will ensure that staff and members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.
- 1.4 The Community Council will commit itself to the following:

- a. To develop employees and members to achieve the objectives of the Council.
- b. To regularly review the needs of training and development for employees and members.
- c. To regularly evaluate the investment in training and training budgets during the annual budget setting process.
- d. To continue to support employees and members in their continued professional development (CPD)

## **2. Identifying training needs:**

### **2.1 Employees:**

- a. Induction training and an employee's pack will be provided for new members of staff.
- b. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- c. Current or any new Clerk to hold CiLCA or equivalent. Clerk *to be a member of the Society of Local Council Clerks. (SLCC).*
- d. Training provided to be no less than the minimum requirement of Continuous Professional Development including attendance at professional conferences to keep abreast of new legislation and changes.
- e. Employees are encouraged to be proactive in identifying their own training and development needs to be linked to achieving the aims of the Council.
- f. Staff training will be identified through annual appraisals, 121s, staff meetings and informal discussions in the light of the overall objectives of the Council and any new legislation or equipment purchases.
- g. The appraisal for the Community Clerk will be carried out by the Chairman of the Council and the Chairman of the Staffing and General Purposes Committee and the Chairman of the Finance Committee.
- h. Relevant additional training may be requested at any time.
- i. The Maintenance Team require professional certificates in various types of work, some are required annually, some are three yearly and some are five yearly.
- j. There is an annual requirement for Health and Safety, Manual Handling and Fire Safety.
- k. First Aid is a three-year requirement.

## 2.2 Members:

As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. The only “mandatory” training is the Code of Conduct usually provided free of charge by Flintshire County Council. This may include in house training, corporate days and training which is a requirement for specific roles they carry out for example finance or chairing meetings.

- a. All newly elected members will receive induction training from the Clerk and Financial Officer.
- b. Newly elected members are encouraged to attend Councillor Training. One Voice Wales training programmes are circulated to all members on a monthly basis. New members must undertake Code of Conduct, the Council as an Employer, the Council, Council meetings and The Councillor.
- c. It is advisable that newly appointed Chairmen, undertake Chairing skills and any “champions” appointed under the relevant training, for example, Biodiversity, Place Planning.
- d. Longstanding Councillors who wish to refresh their skills/knowledge can request to attend courses at any time during their term of office.
- e. Specialist training will be provided on an ad-hoc basis and other needs to be prioritised in line with the individual Member’s roles, Council policy and Council plans.
- f. A record of all training will be kept centrally and published on the council’s website, as part of the requirement of the Local Government and Elections (Wales) Act 2021.
- g. Relevant additional training may be requested at any time.

2.3 The Council can also commit to offering support to its local area Community/Town Councils. The Community Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.

- 2.4 Other circumstances may present the need for training:
- a. Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
  - b. Changes in legislation.
  - c. Changes in systems and introduction of new equipment
  - d. New or revised qualifications become available.
  - e. Accidents.
  - f. Professional error.
  - g. New working methods and practices.
  - h. Complaints to the Council.
  - i. A request from a member of staff.
  - j. Devolved services / delivery of new services

### **3. Training Resources/Providers:**

- 3.1 An annual budget will be set for employee training and Members training by the Council during the budget setting process. All employees or members attending training are entitled to claim travel expenses and subsistence allowances.
- 3.2 Training Providers for both employees and members will include:
- a. Society of Local Council Clerks
  - b. One Voice Wales
  - c. Regional and national seminars/conferences
  - d. Planning Aid Wales
  - e. Principal Authorities
  - f. In-house
  - g. Any other recognised training authority, for example, OxyGas

### **4. Evaluation and review of training:**

- 4.1 Evaluation will be reviewed by the Clerk and Financial Officer and the Chairman of the Staffing and General Purposes Committee on an annual basis in September each year and presented to the full Council to ensure sufficient resources are included in the budget process.
- 4.2 Training will be reviewed in light of any changes to legislation or new ways of working, new qualification requirements and new equipment etc.

4.3 Employees will receive an annual appraisal by the Clerk and Financial Officer and training needs identified will be sourced.

**5. Recording:**

5.1 The Clerk and Financial Officer will maintain a record of training attended by staff and Councillors. If a member of staff leaves the employ of the council, fees paid for by the council will be recovered from staff who leave the council within two years of the training being completed.

5.2 The rates of recovery suggested are:

Within 6 months – 100% of training fees.

Between 6 -12 months – 50% of training fees.

Between 12-24 months – 25% of training fees.

5.3 The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

5.4 The following table shows a summary of training for the year November 2024 to November 2025.

**RECORD OF TRAINING  
HAWARDEN COMMUNITY COUNCIL**

**ELECTED MEMBERS**

Type of Training	Attendance	Provider	Date
Code of Conduct	All members attended "mandatory" Code of Conduct training	Flintshire County Council	24 <sup>th</sup> May/June 2022
The Council as an Employer	Cllr Margaret Redfern	One Voice Wales	28.08.2025
The Councillor	Cllr Margaret Redfern	One Voice Wales	20.03.2025
Code of Conduct	Cllr Lancashire	One Voice Wales	15.09.2025
Chairing Skills		One Voice Wales	
The Council Meeting	Cllr Lancashire	One Voice Wales	23.09.2025
New Councillor Induction	Cllr Michael Crockford Cllr Liz Kennedy	One Voice Wales One Voice Wales	03.05.2025 18.09.2025
The Council	Cllr Elizabeth Kennedy Cllr Margaret Redfern	One Voice Wales One Voice Wales	15.09.2025 15.01.2025

Use of IT, Websites and Social Media		One Voice Wales	
<b>STAFF</b>			
Level 5 Community Governance Year 1	Clerk and Financial Officer	SLCC/De Montfort University, Leicester	Feb to Nov 2024
Practitioner's Conference	Clerk and Financial Officer	SLCC	Feb 2024
SLCC National Conference	Clerk and Financial Officer	SLCC	November 2024
Wales Conference	Clerk and Financial Officer	One Voice Wales and SLCC	October 2024 Nov 2024 (virtual)
Mobile Elevated Platform Operator	SMO, MO, MA	Flintshire Training	January 2021/May 2022
Oxy-acetylene/Propane Gas User	MO	Proactive Gas Safety Ltd	November 2024 (online)
Mobile Elevated Platform Operator	HW	Flintshire Industrial Training Ltd	November 2023
	ND		January 2024
Van mounted static Boom	ND	Flintshire Industrial Training Ltd	January 2024
VAT Training	Clerk and Financial Officer Assistant Clerk	PS Tax via Mold Town Council	January 2025 (online)
Health & Safety Awareness	WE, GSG, HW, ND, SGJ	Tutor Care (online)	28.05.2025

Manual Handling of Innominate Objects	WE, GSG, HW, ND, SGJ	Tutor Care (online)	28.05.2025
Fire Safety Awareness	WE, GSG, HW, ND, SGJ	Tutor Care (online)	28.05.2025