ITEM 6

HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG
8th November 2021

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor(s)	Councillor Sam Swash
Title of Report	Mandatory Chair Training
Purpose of Report	(i) To consider making it mandatory for incoming Chairs and Vice-Chairs of the Council to have undertaken 'chair training'
Background to this request	Currently, Hawarden Community Council picks its Chair and Vice-Chair based on a 'seniority policy'. This means that the longest serving Councillor becomes the Chair. This system means that no consideration is taken of a person's skillset or their suitability for the role. It can therefore lead to Chairs and Vice-Chairs being coronated who may have little aptitude for the role or even a lack of knowledge of the requirements of the role.
Financial Implications	One Voice Wales provides a suite of training courses for Community Councillors, with a bespoke module entitled 'Chairing Skills'. Some Hawarden Community Councillors have already been on this training and have spoken of the benefits of attending in previous Council meetings. The cost of the training is £50 for non-members of One Voice Wales (Hawarden Community Council is a non-member). As the Chair and Vice-Chair rotates each year, the cost to the Council will be no more than £100 per year. Given that the sitting Vice-Chair then becomes the Chair under the existing seniority policy, the cost will normally be £50 per year after the first year.
Environmental Implications	No environmental implications envisaged
Decision sought by Council	(i) To agree to make it mandatory for incoming Chairs and Vice-Chairs of Hawarden Community Council to have attended the 'Chairing Skills' training offered by One Voice Wales, or another relevant training course, before they are allowed to assume

	the role. Proof will be provided to the Clerk and Full Council via presentation of the training certificate as part of the agenda for the Annual General Meeting. Decision will be effective for first use at the Annual General Meeting in 2022.
Advantages of this proposal	- All incoming Chairs and Vice-Chairs will have received a basic level of training in how to appropriately Chair a meeting - It will provide knowledge to Councillors of the requirements of the role before they take it on - It shows a commitment from Hawarden Community Council to continuously improve - More training for Councillors will help to build confidence within the local community that the Council is fit to operate
Disadvantages of this proposal	No disadvantages envisaged
Equality implications	No equality implications envisaged