HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG

13th December 2021

1.	**Name of Councillor(s)/ Officer**	Clerk and Financial Officer
2.	**Title of Report**	Induction Training
3.	**Purpose of Report**	To review the draft plan for induction training for new members in May 2022
4.

4.3		**The Council** Aims to represent and serve the community through: Building and sustaining communities Providing better public services Building local democracy
4.4		**A corporate body** Single legal entity set out under the 1972 Local Government Act as amended Has powers set by law Can act to use its powers Can raise finance through the precept Is accountable for its decisions and actions Has some duties it must perform May quality for the General Power of Competence (GPoC)
4.5		**The Council Team** Members, Officers, Chairman, vice-Chairman, Committees, volunteers
4.6		**The Role of the Clerk** Works closely with the Chair Employed full or part-time “Proper Officer” in law Council can delegate decisions to the Clerk Also the Responsible Finance Officer (if appropriate) The Clerk advised the Council Councillors make decisions – Clerks implement them
4.7		**An Introduction to the Law** Statutory duties and discretionary powers Other key legislation like Employment law, Health and safety, data protection, FOI, Welsh Language and Equality and Diversity
4.8		**An introduction to Finance** Power to raise funding via the precept Range of powers to spend public money

		Annual budgets Council must appoint an RFO Council should be seen to provide value for money Accounts and Audit (Wales) Regulations 2014 set out rules for dealing with public money, including risk management, financial regulations, internal controls, procurement and audit requirements
4.9		**Role in Planning Matters** Consultee on local planning applications Consultee in local development plan process Opportunity to develop a Place Plan to influence local development priorities Training and advice available via Planning Aid Wales
4.10		**Role of local Councillors** Serving your community Decision making Monitoring Getting involved locally
4.11		**Duties of local Councillors** Attend meetings Prepare for meetings Form objective judgements Ensure the council is properly managed Act on behalf of the whole electorate Maintain proper standards of behaviour
4.12		**The Code of Conduct** Nolan principles of standards and ethics in public life Respect and integrity Without favour or malice Requires the declaration of interest, personal and prejudicial
4.13		**Personal Interest and Prejudicial interests**

4.14