



# **Training and Development policy and plan**

**Reviewed 8/5/25**

## **1.Introduction**

The Local Government and Elections (Wales) Act 2021 Part 4, s.67 (1) states a Community Council must make and publish a training plan and (4) states it must be reviewed on a regular basis. This document combines the policy and associated training plan.

Rhuddlan Town Council is committed to ensuring that its councillors, employees and volunteers are appropriately trained to enable them to carry out their duties effectively, safely and within legislation.

Prospective Councillors and applicants for the post of Town Clerk / Responsible Financial Officer should be made aware of this policy and associated training plan and the expectations placed upon them.

Rhuddlan Town Council consist of 11 councillors and two employees; a Town Clerk/Responsible Financial Officer and an Assistant Clerk.

## **2.Budget**

To enable training to happen, the council will provision an adequate training budget for councillors, staff and volunteers to attend relevant training courses and conferences.

## **3.Councillors**

All Councillors will be expected to attend Code of Conduct training within six-months of being elected or co-opted onto the council. All Councillors will also be expected to attend all training courses identified as mandatory on the plan within 18 months of being elected or co-opted. Councillors in chair or deputy chair roles or on specific committees will be expected to attend identified training on the plan within 12months of the plan being published.

In addition, all councillors will be provided with an information pack containing the following documents:

- The Good Councillor Guide by Welsh Government.
- Roles & Responsibilities
- Date of Meeting for the year
- Standing Order

- Financial Regulations
- Code of Conduct.

Expenses will be paid for attending training course and conferences

### **3.1. Clerk and Responsible Financial Officer**

A newly appointed Officer will receive a pack that includes copies of Standing Orders, Code of Conduct, Financial Regulations and any other information deemed relevant. The Officer will be expected to:

- Gain the certificate in Local Council Administration (CiLCA) within 2 years of appointment. This is a condition of employment
- Attend any other training relevant to the proficient discharge of their duties such as IT, finance and understating the planning system which can be identified through appraisals
- Attend quarterly Society of Local Council Clerks (SLCC) Regional meetings
- Attend annual SLCC conference

Expenses will be given for attending training courses, meetings and conferences.

### **3.2 Clerical Assistant / Minute Clerk**

The Clerk will be expected to:

- Attend any training relevant to the proficient discharge of their duties identified through appraisals or to the Town Clerk and Responsible Financial Officer.

Expenses and paid time will be given for attending training courses.

## **4.Training Needs Identification and Planning**

- The training plan will be developed by the Clerk and agreed by full council
- Councillors can also request to attend other training on the training plan through request to the Clerk.
- Councillors and Officers can request training not on the plan but requires approval from the mayor prior to participation.
- Training needs for new staff will be identified through the recruitment process for new clerks, including the application for and interview, formal and informal discussions.
- Training needs for existing staff to be identified at the annual staff appraisal; and/or at Personnel Committee.

## **4.Resourcing Training**

- An allocation will be made in the budget to enable training and development.

- b. An allocation will be made in the budget for the payment of subscription to the Society of Local Clerks and One Voice Wales to enables the Clerk/Responsible Financial Officer and Assistant Clerk and Councillors to take advantage of their training courses, meetings and conferences.

## 5. Review of Training

- a. The training plan will be reviewed in light of changes to legislation, complaints received or incidents which highlight training needs and requests from councillors or the Clerk. The training plan and policy will be reviewed annually.
- b. The Clerk will maintain a record of training attended by Councillors and Staff.

## 6. Training Plan

# Rhuddlan Town Council Draft Training Plan 2025-2026

approved 13/10/2022 reviewed 8/5/25

| No | Name                  | Covers                                                                                                                                                                                                                                                                                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                           | Who should complete                                              | No |
|----|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----|
| 1  | <b>The Council</b>    | <ul style="list-style-type: none"> <li>• The Council as a Corporate Body</li> <li>• The “Team” of Members and Staff</li> <li>• The Council’s Role</li> <li>• Working with Unitary Authorities</li> <li>• Building Partnership Working</li> </ul>                                                                                               | The council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.       | Councillors with less than one year's experience as a councillor | 3  |
| 2  | <b>The Councillor</b> | <ul style="list-style-type: none"> <li>• The Councillor and their Commitment</li> <li>• Register of Interests</li> <li>• Code of Conduct and Ethical Behaviour</li> <li>• Monitoring Officers and Standards Committees</li> <li>• Debating and Making Decisions</li> <li>• Representing Your Electorate</li> <li>• Building Bridges</li> </ul> | The councillor and their commitment to the office of councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to “build bridges” between yourself, the council and other interested parties. | All Councillors<br>MANDATORY                                     | 11 |

|   |                                   |                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                  |    |
|---|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----|
| 3 | <b>The Council as an Employer</b> | <ul style="list-style-type: none"> <li>• Contracts of Employment</li> <li>• Role and Person Specification</li> <li>• Recruitment and Retention</li> <li>• Discipline, Grievance and Appeals</li> <li>• Health and Safety</li> <li>• Training and Development</li> <li>• Sources of Advice</li> </ul> | The role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice. | Personnel Committee members                      | 3  |
| 4 | <b>Understanding the Law</b>      | <ul style="list-style-type: none"> <li>• Statutory duties and powers</li> <li>• Ultra Vires</li> <li>• The Powers of Delegation</li> <li>• Welsh Language Act</li> <li>• The duty to promote Equal Opportunities</li> <li>• Data Protection and FOI Act</li> <li>• Sources of advice</li> </ul>      | The range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice                                                                                                                                                                                                          | All councillors and Assistant Clerk<br>MANDATORY | 12 |
| 5 | <b>The Council Meeting</b>        | <ul style="list-style-type: none"> <li>• Calling meetings</li> <li>• Types of meetings</li> <li>• Standing Orders</li> <li>• Agendas</li> <li>• Conducting the meeting</li> <li>• Passing resolutions</li> <li>• Recording proceedings</li> </ul>                                                    | The different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.                                                                                                                                                                                                                                                           | Mayor, Deputy Mayor and prior to becoming Mayor  | 2  |

|   |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |    |
|---|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----|
| 6 | <b>Local Government Finance</b> | <ul style="list-style-type: none"> <li>• The Role of the Responsible Finance Officer</li> <li>• Accounting and Strategy Guidance</li> <li>• Financial Regulations and Risk Assessment</li> <li>• Budgets and Precepts</li> <li>• Internal and External Audit</li> <li>• Insurance</li> <li>• Income and Expenditure Powers</li> <li>• Other Sources of Income</li> </ul>                                                                                                                                                                                                                                             | Review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting', the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income | All Councillors<br>MANDATORY                    | 11 |
| 7 | <b>Health and Safety</b>        | Explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mayor, Deputy Mayor and prior to becoming Mayor | 2  |
| 8 | <b>Community Engagement</b>     | Explore what is meant by the term 'community engagement' and how councils and councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where councillors currently engage with their communities. The session includes a short overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mayor, Deputy Mayor and prior to becoming Mayor | 2  |

|    |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                 |    |
|----|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------|----|
| 9  | <b>Code of Conduct</b>        | <p>A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in depth knowledge of the Code of Conduct and how it applies to local councillors.</p> <p>The module specifically covers the following:</p> <p>The Nolan Principles</p> <p>What Councillors must do and must not do</p> <p>Personal/Prejudicial interests</p> <p>Predetermination &amp; Predisposition</p> <p>How the Code is Policed</p> <p>The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.</p> |  | All Councillors<br>MANDATORY                    | 11 |
| 10 | <b>Chairing Skills</b>        | Explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Mayor, Deputy Mayor and prior to becoming Mayor | 2  |
| 12 | <b>Community Plan</b>         | To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Voluntary as requested                          | 0  |
| 13 | <b>Community Engagement 2</b> | To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Voluntary as requested                          | 0  |
| 14 | <b>Equality and Diversity</b> | To provide a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | All Councillors<br>MANDATORY                    | 11 |

|    |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                   |                                                 |   |
|----|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---|
| 15 | <b>Information Management</b>                                  | To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                   | Information and Website Committee               | 5 |
| 16 | <b>Use of IT, Websites and social media</b>                    | To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                   | Information and Website Committee               | 5 |
| 17 | <b>Grant Applications</b>                                      | To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                   | Voluntary as requested                          | 0 |
| 18 | <b>Managing your Staff</b>                                     | To provide an insight into the ways in which Councils can arrange for the effective management of their staff.                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                   | Personnel Committee members                     | 3 |
| 19 | <b>Devolution of Services</b>                                  | <ul style="list-style-type: none"> <li>• Models for asset transfers</li> <li>• Understanding lease issues and freehold transfers</li> <li>• Models for and approaches to Service Devolution</li> <li>• Policy Drivers</li> <li>• Opportunities, Pitfalls and Planned outcomes</li> <li>• Due Diligence Arrangements</li> <li>• Asset Management Responsibilities</li> <li>• Important role of Councillors</li> <li>• Community Engagement approaches</li> </ul> | Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils. | Voluntary as requested or when face this issue  | 0 |
| 20 | <b>Wellbeing of Future Generations Act 2015 Sustainability</b> | To explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.                                                                                     |                                                                                                                                                                                   | Mayor, Deputy Mayor and prior to becoming Mayor | 2 |

|    |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                       |                                                 |     |
|----|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----|
| 21 | <b>Local Government Finance Advanced</b> | <ul style="list-style-type: none"> <li>• Governance and Accountability</li> <li>• Roles and Responsibilities</li> <li>• The Annual Governance Statement</li> <li>• The Statement of Accounts</li> <li>• Internal Controls and their Review</li> <li>• Compliance with the Law</li> <li>• The Rights of Electors</li> <li>• Risk Assessment</li> <li>• Internal Audit</li> <li>• Liabilities and Commitments</li> <li>• Trust Funds</li> <li>• Reserves and Provisions</li> <li>• Investments</li> </ul> | This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate. | Mayor, Deputy Mayor and prior to becoming Mayor | 2   |
| 22 | <b>TBA</b>                               | TBA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | This training will be determined on an ad-hoc basis when volunteers are engaged by the council.                                                                                                                                                                                                                                       | Volunteers                                      | A/R |
| 23 | <b>CiLCA</b>                             | All aspects of the role of a Clerk and RFO                                                                                                                                                                                                                                                                                                                                                                                                                                                              | See CiLCA website                                                                                                                                                                                                                                                                                                                     | Clerk/RFO Mandatory                             | 1   |