



HOLYWELL TOWN COUNCIL

TRAINING PLAN 2022-2027

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1. Introduction

Section 67 of The Local Government and Elections (Wales) Act 2021 requires town and community councils to make and publish a training plan about training provision for its members and staff. The training plan should reflect on and address whether the Council collectively has the skills and knowledge it needs to deliver its aims and objectives in an effective manner. The training plan includes councillors and members of staff.

2. Training Needs Analysis

To determine training priorities, it is necessary to assess the essential skills needed by the council and whether there is sufficient depth and coverage across the Council.

The following core skills have been identified as fundamental and essential for all councillors:

- Basic Induction
- Code of Conduct
- Financial Management and Governance

The following additional skills have been identified as important for relevant councillors:

- Planning
- Local Council Law
- Chairing a Meeting

The following core skills have been identified as fundamental and essential for the Clerk:

- Meeting/Committee Administration
- Financial Management
- Policy and Report Writing
- Local Council Law
- Planning Process
- Management of Staff
- ICT Systems

The following core skills have been identified as important for all members of staff:

- Meeting/Committee Administration
- Financial Management
- ICT Systems

- Event Management
- Project Management

Applicable training courses will be considered for all councillors to ensure the Council as a corporate body has sufficient coverage across the core skill areas. The following sector specific staff qualifications will be considered to ensure the staffing team has sufficient coverage across their core skill areas:

- **ILCA** – The Introduction to Local Council Administration (ILCA) is a Level 2, online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification. The aim of the course is to introduce the work of a local council, the clerk and its councillors.
- **FILCA** – The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to introduce council finance.
- **CiLCA** – CiLCA is a foundation Level 3 qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement.

The Council's Training Needs Analysis Form (Appendix 1) should be completed by all councillors and members of staff to self-appraise a level of competence.

3. Action Plan

The Council's Action Plan is set out in the following tables. This is the minimum requirement deemed necessary for the Council to be competent to carry out its duties.

Councillors			
Training Course	Numbers Participating	Timeframe for Completion	Cost £
Basic Induction	15	Immediate	Nil
Code of Conduct	15	Immediate	Nil
Financial Management and Governance	15	Oct 2025	825
Planning	7	Oct 2025	385
Local Council Law	7	Oct 2025	385
Chairing a Meeting	7	Oct 2025	385
Overall Cost Estimate			1,980

Staff			
Training Course	Numbers Participating	Timeframe for Completion	Cost £
ILCA	2	Oct 2025	240
FILCA	2	Oct 2025	240
CiLCA	1	Oct 2025	410
Overall Cost Estimate			890

4. Completed Courses and Record Keeping

The Clerk will maintain a record of all completed courses including any certificates obtained. A matrix will be produced to summarise the courses completed by individual councillors or members of staff.

5. Review and Publication

This plan will be approved by the full Council and circulated to members and will also be published on the Council's website.

The first training plan will be published prior to November 2022. The Council will undertake an annual review of the plan to ensure it remains fit for purpose and in line with the Council's aims and objectives. The plan will remain active for the whole Council term until the next ordinary election.

HOLYWELL TOWN COUNCIL

Training Needs Analysis

The aim of this process is to identify areas of strength and areas for development. It evaluates what a person needs to do, know and understand to carry out their role in a consistent and competent way.

Name:

Role:

Please highlight your current levels of knowledge/experience in the table below using the following scale. Fill out the comment box to explain your grading if necessary or explain that none of the scale grades are appropriate for you.

Scale Grade

- 1** I have **only just joined the local council sector** and would benefit from a basic introduction
- 2** I have a **basic understanding** and therefore need to deepen my technical or legal knowledge
- 3** I have **some knowledge and experience** of this subject from other roles but would value discussing how to apply that knowledge
- 4** I have a **good level of knowledge and experience** in this area of work

It is advisable to keep a copy of your completed training needs analysis to use as future reference to see how your knowledge and understanding of your role has improved.

Councillor	Basic Induction	1	2	3	4
Councillor	Code of Conduct	1	2	3	4
Councillor	Financial Management and Governance	1	2	3	4
Councillor	Planning	1	2	3	4

Councillor	Local Council Law	1	2	3	4
Councillor	Chairing a Meeting	1	2	3	4

Comments

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Staff	Meeting/Committee Administration	1	2	3	4
Staff	Financial Management	1	2	3	4
Staff	Policy and Report Writing (Clerk)	1	2	3	4
Staff	Local Council Law (Clerk)	1	2	3	4
Staff	Planning Process (Clerk)	1	2	3	4
Staff	Management of Staff (Clerk)	1	2	3	4
Staff	ICT Systems	1	2	3	4
Staff	Event Management	1	2	3	4
Staff	Project Management	1	2	3	4

Comments

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Summary of Training Needs

In the table below note down how many of the above standards you have given each grade combined. e.g. you may have marked three work areas with a Grade 1.

Grade Scale	Total
1	
2	
3	
4	

Please find recommendations for training based on your identified training needs.

Rating	Recommendations For Training
Grade 1 & 2	It is recommended you undertake some further training in this work area
Grade 3	You may have sufficient knowledge but could need further training if there is a change in this work area, e.g. legislative changes
Grade 4	You have sufficient knowledge to be fully competent in this work area