

## SEALAND COMMUNITY COUNCIL

### TRAINING PLAN

#### Introduction

Sealand Community Council is unwavering in its commitment to providing comprehensive training for its members and Clerk. This dedication enhances their roles, benefiting not only the Council and the Community it serves but also the personal development of the Councillors.

#### Training

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations.”

Learning can be categorised into the following:

- Intuitive – learning which happens by chance, and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it, and planning to use what we learned.

It is anticipated that members and the Clerk's learning will reflect many of the above.

#### Training Aims

The Council's training aims are the following:

1. To improve its members' understanding of their role as local Councillors, the powers available to the Council, and how best to use the resources available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its Clerk to ensure he can undertake his role.
3. To ensure an acceptable level of succession planning in order to:
  - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - b. Ensure the Council can continue to operate during times when the Clerk may be unavailable (e.g., holidays, sickness, staff turnover, etc.)

#### Clerk's Training

Future Clerk to take Induction training	<b>As and when required</b>
Future Clerk to undertake staff appraisals to develop training needs	<b>Annually</b>
Future Clerk encouraged to undertake the following, for which the Council will provide financial support:	<b>On Going</b>
1. ILCA - Introduction to Local Council Administration	<b>On Going</b>

2. FILCA - Financial Introduction to Local Council Administration 3. CILCA - Certificate in Local Council Administration	
Clerk encouraged to read regular publications and update from internet Websites: <ul style="list-style-type: none"> <li>• SLCC</li> <li>• The Clerk</li> <li>• OVW</li> </ul>	<b>On Going</b>

### **Councillors' Training**

All Councillors shall undertake training in the Code of Conduct Within six months of the delivery of their declaration of acceptance of office.	<b>Within 6 Months</b>
All Councillors are encouraged to attend conferences and training events appropriate to members' and Councils' needs and responsibilities.	<b>On going</b>
All Councillors are encouraged to read the Good Councillors Guide – the link is below -	<b>On going</b>
<p>National Training Programme for Community and Town Councils in Wales Module 1 The Council</p> <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 Partnerships Working</li> </ul> <p>During the presentation, OVW covered the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnerships with a wider group of organisations. By the end of the presentation, council members 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.</p> <p>The cost of training sessions for member Councils is £35 per person per session.</p> <p>The Clerk will circulate details of the dates</p>	<b>On going</b>
All Councillors are encouraged to attend 30-minute in-house presentations on subjects One Voice Wales recommends	<b>Four times a year</b>

Link for the Good Councillors Guide -

<http://www.onevoicewales.org.uk/OVWeb/UserFiles/Files/Good%20Practice%20General/Good%20Councillors%20Guide%202017.PDF>

This Policy was reviewed by Council at its meeting held on 20th October 2025 and will be reviewed as and when required.

Ashley Griffiths - Clerk of the Council – 20th October 2025