SEALAND COMMUNITY COUNCIL
TRAINING AND DEVELOPMENT PLAN

Adoption Date: 16/03/2026

Review Date: 16/03/2027

1. Corporate Training and Development Policy Summary

The Community Council is committed to maintaining a high standard of professionalism, competence, and efficiency in all of its functions. Structured training and development is provided for members and the Clerk/Responsible Financial Officer to support effective governance and service delivery.

Training is a planned and continuous process delivered through courses, workshops, briefings, qualifications, guided reading, and operational experience.

Training Objectives

- Improve understanding of councillor roles and governance duties.
- Support lawful and effective use of council resources.
- Ensure Clerk/RFO maintains statutory, governance and financial competence.
- Maintain awareness of legislative and best practice change.
- Support succession and continuity planning.

2. Mandatory Training Matrix

New Councillor — Basic Council Induction — Clerk In-House — Within 1 month

New Councillor — Induction Pack Issued — Council — At appointment

New Councillor — New Councillor Induction Programme — Clerk Session — Within 1 month

All Councillors — Code of Conduct Training — External / Webinar — Within 6 months

All Councillors — Good Councillor Guide Study — Self Directed — Within 6 months

All Councillors — Financial Management & Governance — Workshop/Webinar — Annual

All Councillors — Data Protection (GDPR) — Online/Workshop — Annual

All Councillors — Equality & Diversity — Online/Workshop — Annual

All Councillors — Recommended Briefings — In-House — Up to 4 yearly

All Councillors — National Training Modules — External Provider — Ongoing

Clerk — ILCA Qualification — COMPLETED

Clerk — FILCA Qualification — Ongoing

Clerk — CILCA Qualification — Ongoing

Clerk — Annual Appraisal & Training Review — Annual

Staff — Health & Safety — Every 3 years

Staff — First Aid (Designated) — Every 3 years

Staff — DSE Assessment — Every 2 years

3. Clerk Training and Professional Development

- Annual staff appraisals will identify training and development needs.
- Council will financially support FILCA and CILCA qualifications where approved.
- ILCA qualification already completed.
- Clerk encouraged to undertake continuing professional development on an ongoing basis.
- Clerk encouraged to read and follow sector publications and guidance updates.
- Clerk to monitor professional governance updates.

4. Councillor Training and Development

- All councillors must complete Code of Conduct training within six months of signing acceptance of office.
- Members are encouraged to attend conferences and relevant sector events.
- Members are encouraged to read governance guidance material.
- Councillors should attend national training programme modules covering council role and corporate working.
- Typical external training session costs may be met by the Council when approved.
- The Clerk will circulate available course dates and booking details.
- In-house topic briefings may be delivered during the year.

5. Member Responsibilities

- Members are individually responsible for taking ownership of their own training and must identify and undertake any required initial, annual, or refresher training.
- Members will receive a list of available One Voice Wales training events each month from the Clerk and are required to advise the Clerk of any training they wish to attend.
- Members must inform the Clerk of any training completed for inclusion in the training record.
- The Clerk will maintain an up-to-date training record for all members and employees.

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6. Councillor Training Record (Updated)

Councillor Name	Course	Date Completed	Provider	Cost
Gwyneth Bullock	Code of Conduct	22/10/2024	External	
Jean Fairbrother	Code of Conduct	22/10/2024	External	
Barbara Hinds	Code of Conduct	22/10/2024	External	
Christine Jones	Code of Conduct	22/10/2024	External	
Alex Lewis	Code of Conduct	22/10/2024	External	
Lionel Prouve	Code of Conduct	22/10/2024	External	
Mary Southall	Code of Conduct	22/10/2024	External	
Linda Thomas	Code of Conduct	22/10/2024	External	
Shelley Webber	Code of Conduct	22/10/2024	External	
David Wisinger	Code of Conduct	22/10/2024	External	
Norman Jones	Code of Conduct	13/11/2024	External	
Brian Ward	Code of Conduct	13/11/2024	External	
Bob James	Code of Conduct	05/03/2025	External	
Council	In-House Diversity and Inclusion Training	17/03/2025	In-House	
Council	Social Media Best Practices and Responsibilities	20/10/2025	In-House	
Bob James	Induction Pack	17/03/2025	In-House	
Bob James	Basic Council Induction	18/03/2025	In-House	
Bob James	New Councillor Induction Programme	18/03/2025	In-House	
Council	Good Councillor Guide	2022–2026	In-House	

7. Clerk Training Record

Name	Role	Training	Date	Next Due
Clerk	Clerk/RFO	ILCA Qualification	2025	N/A
Clerk	Clerk/RFO	Health & Safety	2024	2027
Clerk	Clerk/RFO	Display Screen Equipment (DSE)	2025	2027
Clerk	Clerk/RFO	Fire Safety	2025	2028
Clerk	Clerk/RFO	Code of Conduct	22/10/2024	2027

8. Training Frequency Guidance

Training normally completed every year:

- Financial management and governance updates
- Budget and precept setting briefings
- Data protection refresher
- Equality and diversity refresher
- Code of conduct update briefing
- Cyber security awareness
- Chairing skills refresher (Chair/Vice-Chair)
- Clerk/RFO continuing professional development updates

Training normally completed every 2–3 years:

- Equality and diversity full course
- Data protection full course
- Health and safety training
- Safeguarding awareness (where relevant)
- Freedom of information handling
- Display screen equipment assessments
- Staff health and safety certification

Trigger-based training:

- Code of Conduct training within 6 months of election or co-option
- New councillor induction at appointment
- Chair training when first appointed
- Clerk qualifications completed once with ongoing CPD thereafter