

Llansantffraid and Deytheur Community Council Training Plan 2023

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement	Knowledge and Skills	Effective Behaviours
1.Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
2.Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
3.Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
4.Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never

		bullies any other councillor or employee, listens and stays calm in difficult situations.
5.Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
6.Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
7.Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
8.Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.

9.Using ICT and social media	Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Communicates with the Clerk and other members electronically and through social media where appropriate.
10.Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
11.Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
12.Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
13.Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
14.Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.

15.Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
16.Chairing	<p>Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation.</p> <p>Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.</p>	<p>Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed.</p> <p>Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.</p> <p>Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>

17.Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.
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An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

Reference material provided to Councillor *

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Roger Dawson

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4	None			
Legal Basis for Delivery of Services	3		2024	OVW-Understanding the Law - Online	
Understanding the planning system	3				
Conduct	3	Community Council – Code of Conduct	2024	OVW – Online training – Code of Conduct	
Equality and Diversity	3		2024	Equality and Diversity Policy Reviewed OVW – Diversity and Inclusion On Line	Oct 22
Financial Governance and Accountability	4	None			
Attendance/Preparation for Meetings and Events	4	None			

Information Management	3			Document Retention Feb 23, Personal Data Management Feb 23, Privacy Notice Oct 23	
Using ICT and social media	3	Reference document-Social Media – A Guide for Councillors.	2023	Social Media Policy reviewed	Sep 22
Working with Clerk/Other Employees	4	None			
Health and Safety	4	None			
Continuing professional and personal development	2				
Financial Capability	4	None			
Sustainable Development	4	None			
Local Leadership	4	None			
Chairing Skills	3	A Councillors workbook on chairing skills.	2024		
Civic Leadership	3	Community Council Standing Orders	2024		

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor **Bethan Cross Chairperson**

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	2	OVW Read a Good Councillors Guide and OVW – Read Being a Local Councillor	2023	OVW – Online training – Induction Fundamentals for Councillor	16/6/22
Legal Basis for Delivery of Services	1		2023	OVW – Understanding the Law(module 4)	NOVEMBER 2023
Understanding the planning system	3			Introduction to Planning, Role of Local Councils in Planning, Important Planning concepts OVW – Community Emergency Planning Module 11 OVW- Creating a Community Plan Module 12	June 22
Conduct	3	Study the Community Council – Code of Conduct	2023	OVW – Online training- Code of Conduct	

Equality and Diversity	3	Read the Community Council – Equality and Diversity Policy	2023	OVW – Online training – Diversity and Inclusion	
Financial Governance and Accountability	2	Review and understand Community Council Financial Regulations 22 September 2022 Policy	2023	OVW – Online training Understanding Local Government Finance Module 6 and 9 OVW -ONLINE TRAINING Advanced Local Government Finance Module 21	15/11/23 07.03.24
Attendance/Preparation for Meetings and Events	3	Read Good Councillor Guide. Read minutes of last meeting and prepare for agenda items			
Information Management	3	Read Document Retention Policy, GDPR, Privacy Policy, Subject Access Request			
Using ICT and social media	3	Read and familiarize content of Social Media Policy approved 26 September 2022. Reference document “Social Media – A guide for Councillors		Use of IT, Social Media and Websites OVW Module 15 Information Management	27/10/22
Working with Clerk/Other Employees	3	Review Clerk Job Description, Contract of Employment, Employment Policies	2023	OVW – Online Training – Council as an Employer(Module 3) OVW- Managing Your staff	NOVEMBER 2023
Health and Safety	3		2023	OVW – Online Training – Health and Safety	

				DEFIB TRAINING	OCTOBER 2024
Continuing professional and personal development	3		Annually		
Financial Capability	3	Review current Budget.	2023	OVW – Online Training - Local Government Finance Financial toolkit	NOVEMBER 2023 May 2024
Sustainable Development	2	Attend OVW Nature Hub networking group		OVW Module 20 – Wellbeing of Future Generations Act 2015/Sustainability	
Local Leadership	4	None		OVW – Introduction to Community Engagement – Module 8 and Community Engagement Part II(Tools and Techniques)	
Chairing Skills	3	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.		OVW Chairing skills – Module 10	6/10/22
Civic Leadership	3	Study the Community Council standing orders.	2023		

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of County Councillor Gwynfor Thomas

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4	None			
Legal Basis for Delivery of Services	3		2024	OVW-Understanding the Law - Online	
Understanding the planning system	4	None			
Conduct	4	None			
Equality and Diversity	4	None			
Financial Governance and Accountability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	4	None			

Information Management	3			Policies - Document Retention Feb 23, Personal Data Management Feb 23, Privacy Notice Oct 23	
Using ICT and social media	3	Reference document-Social Media – A Guide for Councillors.	2023	Social Media Policy reviewed	Sep 22
Working with Clerk/Other Employees	2	Review Clerk Job Description, Contract of Employment, Employment Policies	2023	OVW – Online Training – Council as an Employer OVW- Managing Your staff	
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training	
Continuing professional and personal development	4	None			
Financial Capability	3		2023	OVW- Local Government Finance Online.	
Sustainable Development	3				
Local Leadership	4	None			
Chairing Skills	4	None			
Civic Leadership	3	Community Council Standing Orders	2024		
Additional Training Treasury Management Planning Protocol				Richard Bason link group Peter Edwards Pcc	15/11/23 23/04/23

Welsh Language awareness				Dr Osian Elias Iaith	10/10/23
Cyber Security and GDPR				Online	10/06/23

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Malcolm Bebb

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	2	Good Councillors Guide, OVW Being a Local Councillor	2023	OVW Online Training - Induction	
Legal Basis for Delivery of Services	2		2024	OVW-Understanding the Law - Online	
Understanding the planning system	3				

Conduct	4	None			
Equality and Diversity	4	None			
Financial Governance and Accountability	2	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	4	None			
Information Management	4	None			
Using ICT and social media	4	None			
Working with Clerk/Other Employees	3	Review Clerk Job Description, Contract of Employment, Employment Policies	2023	OVW – Online Training – Council as an Employer OVW- Managing Your staff	
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training-Health and Safety	
Continuing professional and personal development	2				
Financial Capability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	3				

Local Leadership	2				
Chairing Skills	3	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.	2024		
Civic Leadership	3	Study the Community Council standing orders.	2023		

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Jack Ashton (Vice-Chairperson)

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Good Councillors Guide, OVW Being a Local Councillor	2023	OVW Online Training - Induction	2023

Legal Basis for Delivery of Services	1		2023	OVW-Understanding the Law – Online*	
Understanding the planning system	4	None	2024	OVW-Understanding the Law - Online	
Conduct	3	Study the Community Council – Code of Conduct	2023	OVW – Online training- Code of Conduct	
Equality and Diversity	3		2024	Equality and Diversity Policy Reviewed OVW – Diversity and Inclusion On Line	Oct 22
Financial Governance and Accountability	2	Community Council Financial* Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	3				
Information Management	2				
Using ICT and social media	1	Reference document-Social Media – A Guide for Councillors	2023	Social Media Policy reviewed	Sep 22
Working with Clerk/Other Employees	4				
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training	
Continuing professional and personal development	3				

Financial Capability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	2				
Local Leadership	3				
Chairing Skills	1	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.	2023		
Civic Leadership	2	Study the Community Council standing orders.	2023		

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Richard Evans

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
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Role of Councillor	3	Good Councillors Guide, OVW Being a Local Councillor	2023	OVW Online Training - Induction	
Legal Basis for Delivery of Services	3		2024	OVW-Understanding the Law - Online	
Understanding the planning system	4	None			
Conduct	4	None			
Equality and Diversity	4	None			
Financial Governance and Accountability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	4	None			
Information Management	4	None			
Using ICT and social media	3	Reference document-Social Media – A Guide for Councillors.	2023	Social Media Policy reviewed	Sep 22
Working with Clerk/Other Employees	4	None			
Health and Safety	4	None			
Continuing professional and personal development	4	None			

Financial Capability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	4	None			
Local Leadership	4	None			
Chairing Skills	4	None			
Civic Leadership	4	None			

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Doug Williams

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				

Legal Basis for Delivery of Services	4				
Understanding the planning system	4				
Conduct	4				
Equality and Diversity	4				
Financial Governance and Accountability	4				
Attendance/Preparation for Meetings and Events	4				
Information Management	4				
Using ICT and social media	3	Useful reading Reference document “Social Media – A Guide to Councillors”	2023	Social Media Policy review	Sep 22
Working with Clerk/Other Employees	4				
Health and Safety	4				
Continuing professional and personal development	4				

Financial Capability	4				
Sustainable Development	4				
Local Leadership	4				
Chairing Skills	4				
Civic Leadership	4				

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Ed Williams

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Good Councillors Guide, OVW Being a Local Councillor	2024	OVW Online Training - Induction	
Legal Basis for Delivery of Services	3		2024	OVW-Understanding the Law - Online	
Understanding the planning system	3				

Conduct	3	Community Council – Code of Conduct	2024	OVW – Online training – Code of Conduct	
Equality and Diversity	3		2024	Equality and Diversity Policy Reviewed OVW – Diversity and Inclusion On Line	Oct 22
Financial Governance and Accountability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	3			Policies - Document Retention Feb 23, Personal Data Management Feb 23, Privacy Notice Oct 23	
Information Management	3		2023		
Using ICT and social media	3	Useful reading Reference document “Social Media – A Guide to Councillors”	2023	Social Media Policy review	Sep 22
Working with Clerk/Other Employees	3	Review Clerk Job Description, Contract of Employment, Employment Policies	2023		
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training	
Continuing professional and personal development	3				

Financial Capability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	3				
Local Leadership	3				
Chairing Skills	3	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.	2024		
Civic Leadership	3	Community Council Standing Orders	2023		
HEALTH & SAFETY				Defib training	October 2024

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Rachel Davies

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Good Councillors Guide, OVW Being a Local Councillor	2024	OVW Online Training - Induction	

Legal Basis for Delivery of Services	3		2024	OVW-Understanding the Law - Online	
Understanding the planning system	2				
Conduct	3	Community Council – Code of Conduct	2024	OVW – Online training – Code of Conduct	
Equality and Diversity	3		2024	Equality and Diversity Policy Reviewed OVW – Diversity and Inclusion On Line	Oct 22
Financial Governance and Accountability	2	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	3				
Information Management	2				
Using ICT and social media	1	Reference document-Social Media – A Guide for Councillors.	2023	Social Media Policy reviewed	Sep 22
Working with Clerk/Other Employees	2	Review Clerk Job Description, Contract of Employment, Employment Policies	2023	OVW – Online Training – Council as an Employer OVW- Managing Your staff	
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training DEFIB TRAINING	OCTOBER 2024

				DEFIB TRAINING	
Continuing professional and personal development	2				
Financial Capability	2	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	4	None			
Local Leadership	4	None			
Chairing Skills	2	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.	2024		
Civic Leadership	1	Community Council Standing Orders	2023		

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor **Dennis Edwards**

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4	None			
Legal Basis for Delivery of Services	4	None	2024	OVW-Understanding the Law - Online	
Understanding the planning system	4	None			
Conduct	4	None			
Equality and Diversity	4	None			
Financial Governance and Accountability	4	None			
Attendance/Preparation for Meetings and Events	4	None			
Information Management	4	None			
Using ICT and social media	3	Reference document"Social Media – A guide for Councillors"	2023	Social Media Policy signed off	26 Sept 2022

Working with Clerk/Other Employees	4	None			
Health and Safety	3			Health and Safety Policy signed off	Oct 22
Continuing professional and personal development	3	None			
Financial Capability	4	None			
Sustainable Development	4	None			
Local Leadership	4	None			
Chairing Skills	4	None			
Civic Leadership	4	None			

LEARNING AND DEVELOPMENT PLAN (Councillor)

Name of Councillor Ray Jones

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	Good Councillors Guide, OVW Being a Local Councillor	2023	OVW Online Training - Induction	
Legal Basis for Delivery of Services	2		2024	OVW-Understanding the Law - Online	
Understanding the planning system	2				
Conduct	3	Community Council – Code of Conduct	2024	OVW – Online training – Code of Conduct	
Equality and Diversity	3		2024	Equality and Diversity Policy Reviewed OVW – Diversity and Inclusion On Line	Oct 22
Financial Governance and Accountability	2	Community Council Financial Regulations Sep 2022	2023	OVW- Local Government Finance Online	
Attendance/Preparation for Meetings and Events	4	None			
Information Management	3				
Using ICT and social media	2	Reference document-Social Media – A Guide for Councillors.	2023	Social Media Policy reviewed	Sep 22

Working with Clerk/Other Employees	2	Review Clerk Job Description, Contract of Employment, Employment Policies	2023	OVW – Online Training – Council as an Employer OVW- Managing Your staff	
Health and Safety	3		2024	Health and Safety Policy Oct 22 OVW Online Training DEFIB TRAINING	OCTOBER 2024
Continuing professional and personal development	4	None			
Financial Capability	3	Community Council Financial Regulations Sep 2022	2024	OVW- Local Government Finance Online	
Sustainable Development	3				
Local Leadership	3				
Chairing Skills	3	Read LGA- A councillors workbook on chairing skills. Community Council Standing Orders.			
Civic Leadership	3	Community Council Standing Orders	2024		

LEARNING AND DEVELOPMENT PLAN (Employee)

Name of Employee...Anna Davies

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended
Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council. Understands the role of the clerk as a researcher and administrator so that the council is well-informed for making decisions	4		2023	FILCA Module 1	JUL 2023
Managing and maintain effective administrative systems, processes, policies and records	3	Governance and Accountability for Local Councils in Wales – a Practitioners Guide (2019)		FILCA -Module 3 Systems and Procedures	JUL 2023
Employing a variety of written and oral communication skills including the use of information and technology	1	Knowledge on how to update and add to all pages of website			
Advise the council on its duties and powers and can	4			OVW – Online Training Health and Safety	

ensure that all statutory requirements are observed included employment law, Health and Safety, Freedom of information, Data Protection and Equality					
Establish appropriate and lawful procedures for managing the meetings of the council and its committees	4	Be familiar with the latest Model Standing Orders		Complete OVW Module 5 The Council Meeting	JUL 202
Advise the council on statutory requirements and other procedures for maintaining public confidence in the council.	4	Keep up to date with statutory requirements in connection with community councils.		Complete OVW Online Training – Understanding the Law	
Advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications	4	Quarterly bank reconciliations and comparison of actual to budgets Governance and Accountability for Local Councils in Wales – a Practitioners Guide (2019)	2023	FILCA Module 2 – Budget and Precept Complete OVW on line training – Local Government Finance	JUL 202

Ensure compliance with proper financial practices including the preparation and review of budgets, the management of risks to public money and funding applications	4	Be familiar with our Model Financial Regulations.		FILCA Module 4 – Internal Control and VAT	JUL 202
Support the council in the planning, management, funding and review of projects, services, assets and facilities	4				
Manage effective relationships with contractors and service users and partnership working.	4				
Can demonstrate an awareness of all aspects of the community served by the council, facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions	4	Update Llansantffraid Facebook page with communication received relevant to the public and update Llansantffraid and Deytheur Community Council website with information and links.		UPDATE WEBSITE	ONG

Manage effective Partnership working	3				
Can advise and support the council as it facilitates community activity,	3				
CYBER SECURITY & GDPR				ONLINE	NOVEM 202
EQUALITY ACT				ONLINE	NOVEM 202
OFFICE MANUAL HANDLING				ONLINE	NOVEM 202
OFFICE HEALTH & SAFETY				ONLINE	NOVEM 202

APPENDIX FOUR

PROGRAMMING AND ESTIMATED COST OF TRAINING

Courses Identified as Needed (Title)	Role to which they relate	2022/23 Est Cost and No. of Courses	2023/24 Est Cost and No. of Courses	2024/25 Est Cost and No. of courses	2025/26 Est Cost and No. of courses	2026/27 Est Cost and No. of courses	Comments
FILCA	Clerk		120	2	2	2	
			120	76	76	76	