



St Asaph City Council

TRAINING PLAN

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

Role	Training to be arranged in 2022/23	Training to be arranged in 2023/24	Training to be arranged in 2024/25	Training to be arranged in 2025/26	Training to be arranged in 2026/27
Councillor	Code of Conduct				
Councillor		Cyber Security			
Councillor	Planning				
Councillor			Finance		
Clerk	Planning			Cyber Awareness	
Clerk	Conferences	Conferences	Conferences	Conferences	Conferences

Clerk	CILCA L07 GPoC module	FILCA	GDPR e-course		
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Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods e.g., attendance at conferences of events

- Code of Conduct is to meet requirements of Council's Code of Conduct whereby each Councillor is to attend one training session on the code in each electoral term. Clerk to chase Denbighshire Monitoring Officer for new dates.
- Planning had been identified as a learning need by several councillors and the Clerk. In-house training sessions by one experienced councillor to be arranged.
- Finance was identified as a training need. In house training sessions by one experienced councillor and the Clerk to be arranged.
- Cyber Security online courses to be arranged for all Councillors who wish to attend, and the Clerk.
- Clerk to complete unit of CILCA (L07) on the new General Power of Competence, which has been introduced since she completed CILCA.
- Clerk to complete FILCA qualification to enhance financial skills re: Local Government Finance.
- Clerk to complete GDPR course to enhance knowledge re: data protection.
- Clerk to attend SLCC branch meetings, SLCC conferences and SLCC/OVW Training (Wales) to ensure her knowledge remains up to date.

ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR (To be included in the annual budget for each of the next five years):

(This table to include the amount in the current 2022/23 budget)

Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23	£285	
2023/24	£959	Councillor Cyber-Security Courses
2024/25	£291	
2025/26	£314	
2026/27	£255	

Date approved by Council

October 2022

Last Review

October 2022

Date of First Planned Review

October 2027