

St Asaph City Council – Training Needs Analysis

Background

Section 67 of the Local Government & Elections (Wales) Act 2021 requires every community council to publish a training plan by 5th November 2022.

Methodology

The Policy resources & Finance Committee has led on this project. A detailed skills analysis form was sent to every councillor for them to complete and return to the Clerk. The Clerk (as the only employee) also completed the form required. One Voice Wales sent guidance on 26th September. The skills analysis template from OVW was much simpler than the Council's form.

Training Needs

To assess the Council's skills gap, we must first establish what skills the Council requires to function effectively.

Mayor & Deputy Mayor

Skill	Level Required	Comments
Legal Basis for delivery of services	4	To ensure Council operates legally, especially when chairing meetings (support available from Clerk)
Understanding Planning System	4	To ensure Council makes effective planning decisions (Chairing)
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council meetings are conducted legally
Financial Governance & Accountability	3	Chairing meetings – support available from Internal Control Councillor
Attendance/Preparation for Meetings and Events	4	Chairing meetings
Information Management	4	Deals with the most confidential aspects of the Council's work and will be privy to sensitive information about councillors and employees
Using ICT & Social Media	2	Council does not have social media. No additional IT skills needed.
Working with Clerk/other Employees	3	Works best when there is mutual respect for roles and good working relationship and co-operation between Clerk and Mayor/Deputy Mayor

Skill	Level Required	Comments
Health & Safety	2	No additional Health & Safety skills needed
Financial Capability	3	See financial governance above
Sustainable Development	2	No additional skills needed
Local Leadership	4	The figurehead for the Council and the city of St Asaph
Chairing Skills	4	Chairing full council
Civic Leadership	4	The figurehead for the City of St Asaph

Chairman of Policy Resources & Finance Committee

Skill	Level Required	Comments
Legal Basis for delivery of services	3	To ensure Council operates legally, especially when chairing meetings (support available from Clerk)
Understanding Planning System	3	To ensure Council makes effective planning decisions (Chairing). May need to chair meetings where planning responses are considered (between full council)
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council meetings are conducted legally
Financial Governance & Accountability	3	Chairing meetings – support available from Internal Control Councillor
Attendance/Preparation for Meetings and Events	4	Chairing meetings
Information Management	4	Also member of HR Committee
Working with Clerk/other Employees	3	Works best when there is mutual respect for roles and good working relationship and co-operation between Clerk and Chairman
Financial Capability	3	See financial governance above
Chairing Skills	3	Chairing committee

Skill	Level Required	Comments
Project Management	3	Committee has responsibility for overseeing project. Council would need to consider appropriate consultants for complex projects.

Chairman of Environment & Assets Committee

Skill	Level Required	Comments
Legal Basis for delivery of services	3	To ensure Council operates legally, especially when chairing meetings (support available from Clerk)
Understanding Planning System	2	No additional Skills needed
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council meetings are conducted legally
Financial Governance & Accountability	2	No additional skills
Attendance/Preparation for Meetings and Events	4	Chairing meetings
Information Management	4	Also member of HR Committee
Working with Clerk/other Employees	3	Works best when there is mutual respect for roles and good working relationship and co-operation between Clerk and Chairman
Financial Capability	2	See financial governance above
Sustainable Development	3	Knowledge of environment & sustainable management of land required
Chairing Skills	3	Chairing committee
Health & Safety	3	To ensure Council's assets are managed responsibly

Chairman of the Events Committee

Skill	Level Required	Comments
Legal Basis for delivery of services	3	To ensure Council operates legally, especially when chairing meetings (support available from Clerk)
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council meetings are conducted legally
Financial Governance & Accountability	2	Financial implications of events costs
Attendance/Preparation for Meetings and Events	4	Chairing meetings
Working with Clerk/other Employees	3	Works best when there is mutual respect for roles and good working relationship and co-operation between Clerk and Chairman
Health & Safety	4	To be aware of Health & safety risk assessments for the events
Financial Capability	2	See financial governance above
Local Leadership	3	Likely to deal with community groups and the public
Chairing Skills	3	Chairing committee

City Plan Group Members

Skill	Level Required	Comments
Legal Basis for delivery of services	3	To ensure Council has legal powers for plans
Understanding Planning System	2	Awareness of planning implications
Equality & Diversity	4	To ensure that Council projects are inclusive of all groups
Financial Governance & Accountability	2	To ensure plan is sustainable
Attendance/Preparation for Meetings and Events	4	For smooth running of committee
Financial Capability	2	See financial governance above
Sustainable Development	2	No additional skills needed

Skill	Level Required	Comments
Project Management	3	If called upon to assist PRF Committee
Community Planning	3	To produce a cohesive and achievable plan
Community Engagement	4	To ascertain the aims of the community
Local Leadership	3	Likely to engage with community groups and public

Councillor

Skill	Level Required	Comments
Legal Basis for delivery of services	3	To ensure Council operates legally (support available from Clerk)
Understanding Planning System	2	To contribute to debate on planning matters
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council operates legally and avoid reputational damage
Financial Governance & Accountability	3	Council responsibility for finances
Attendance/Preparation for Meetings and Events	4	To be able to contribute to debate effectively
Information Management	4	GDPR
Using ICT & Social Media	2	Council does not have social media. No additional IT skills needed. Perhaps cyber security?
Working with Clerk/other Employees	3	Works best when there is mutual respect for roles and good working relationship and co-operation between Clerk and Councillors
Health & Safety	2	Ensure Council meets Health & Safety obligations
Financial Capability	2	See financial governance above
Sustainable Development	2	Awareness of need to plan for the future and responsible management of the Council's assets
Local Leadership	2	Role as councillor

Clerk

Skill	Level Required	Comments
Legal Basis for delivery of services	4	To ensure Council operates legally
Understanding Planning System	3	To ensure Council makes effective planning decisions and observations
Conduct	3	Declaring interests and leaving the meeting as required is each councillor's personal responsibility
Equality & Diversity	4	To ensure that Council operates legally
Financial Governance & Accountability	3	To ensure public money is responsibly managed
Attendance/Preparation for Meetings and Events	4	Ensure Councillors have all the information they need to inform their decisions
Information Management	4	Deals with confidential aspects of the Council's work and will be privy to sensitive information about councillors and employees
Using ICT & Social Media	3	Council does not have social media.
Working with other Employees	2	No other staff at present
Health & Safety	3	Ensure Council meets legal obligations
Financial Capability	3	See financial governance above
Sustainable Development	2	No additional skills needed
Local Leadership	3	Dealing with MOPs, Partners, Press, Contractors etc