

Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	000473 Ward: Broughton North East	Erection of a new high-bay industrial building.	Electroimpact UK Ltd, Manor Lane, Hawarden	J Beattie
2.	000504 Ward: Broughton North East	Installation of 2 x Electric Vehicle charging points to Unit 3 Well House Barns, including the routing of a cable internally within the building. – AMENDMENT	3 Well House Barns, Chester Road, Broughton	B Kinnear
3.	00586 Ward: Broughton South	Ground floor rear extension to an existing semi-detached property	31 Willow Way, Broughton	J Roberts
4.	000473 Ward: Broughton North East	Erection of a new high-bay industrial building	ELECTROIMPACT UK LTD, Manor Lane, Hawarden	J Beattie
5.	000530 Ward: Broughton North East	Installation of roof mounted solar photovoltaic panels	The Bungalow, Kus Industrial Estate, Manor Lane, Hawarden	J Perkins

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	000560 Ward: Broughton North East	There is one building, with associated structures, which require demolition, as follows: 1. B129 - a steel portal framed building, described in further detail in the Demolition Report; and 2. 3no. shelters used for the storage of bicycles and motorcycles. These structures would be replaced as part of a separate planning application.	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton	Prior approval not required
2.	000390 Ward: Broughton South	Proposed Extensions & Alterations	Woodside House, The Old Warren, Broughton	Approved Delegated Officer 27.10.22



FLINTSHIRE SUMMER PLAYSCHEMES REPORT 2022

ADRODDIAD CYNLLUNIAU CHWARAE SIR Y FFLINT 2022

BROUGHTON COMMUNITY COUNCIL

CYNGOR CYMUNEDOL BRYCHDYN



FLINTSHIRE COUNTY SUMMER PLAYScheme 2022
SUMMARY REPORT FOR: BROUGHTON & BRETTON COMMUNITY
COUNCIL

SITE NAME: Broughton Brookes Avenue

AREA SUPERVISOR SITE OBSERVATION:

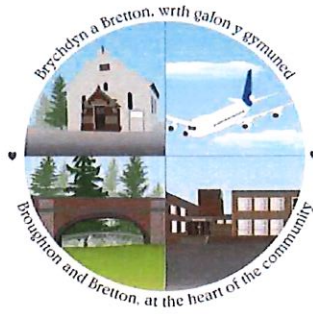
"The Broughton site was a great success this year. The children really enjoyed the scheme and were having lots of fun playing a variety of games. Our Community Play Team Members really enjoyed working and facilitated play brilliantly. The children particularly enjoyed using the big swing on the park as well as playing different sports on the field. We also saw the return of our slip and slide activity for this year's scheme. The children really enjoyed themselves."

ATTENDANCE FIGURES:

- 3 weeks
- 285 total attendances
- 19 daily average attendances
- 116 total registrations

ANY OTHER COMMENTS:

"The children were all very polite and their behaviour was excellent. We had no issues to report from our 3 week scheme at Broughton this year and we can't wait to return next year."



BROUGHTON AND BRETTON COMMUNITY COUNCIL

DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY

1. Purpose and Scope

1.1. **Statement:** In support of our value to respect others Broughton and Bretton Community Council will not tolerate bullying or harassment by, or of, any of their employees, officials, Members, contractors, visitors to the Council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Council's policies on Grievance and Disciplinary handling.

The Council will issue the policy to all employees.

1.2. Definitions

Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress." Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers' but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage

to the Council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

1.3. Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying or harassment may occur face to face, in meetings, through written communication, including email, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4. Penalties: Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council for employees or through referral to the Standards process, as a contravention of the Member's Code of Conduct which may result in penalties against the Member concerned. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council's insurer, if such a matter arises.

1.5. The Legal position: Councils have duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. Under the Equality Act 2010 bullying or harassment may be considered unlawful discrimination and the legal definition of "Third parties such as parishioners, contractors etc. and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or Member of the Council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

2. Process for dealing with complaints of Bullying and Harassment

2.1. Formal approach

2.2.1. Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Staff and General Purposes Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

2.2.2. Others

Any other party to the Council, other than an employee who feels they are being bullied or harassed should raise their complaint with a Councillor, where possible, or the Monitoring Officer if an informal notification to a Member has been unsuccessful at eliminating the problem or where a Member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend a way forward.

A member of the public who feels they have been bullied or harassed by any members or officers of the Council should use the Council's official Complaints Procedure.

2.3. Grievance – Employees only – A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required and the Council should contact NALC, an employer's body or ACAS to this effect or the Council may offer Counselling. The employee will have a right of appeal as established by statute. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full Council without prior approval by the complainant. The Council will commit not to victimize the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

2.4. Disciplinary Action – Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an employee found to have been bullying/harassing others this will follow the Council's Disciplinary Procedure, under the Employment Act 2002 provisions and would normally be treated as Gross Misconduct.

For Members who the Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness,

chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the Council, where a member has been involved in bullying/harassment include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from Committees of the Council and representation on any outside bodies, a referral to the Standards Committee (or equivalent) by the Council and/or the aggrieved victim. There may also be a referral to the Police under the protection from Harassment Act 1997, or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in the most extreme cases. This list is not exhaustive.

2.5. False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or referral to the Standards process.

3. Responsibilities

All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

The Council undertakes to share its policy with all members and employees.

4. Useful contacts

- ACAS www.acas.org.uk
- Standards for England
<https://www.gov.uk/government/organisations/standards-board-for-england>
- Public Services Ombudsman for Wales
<https://www.ombudsman.wales/how-to-complain/>
Tel: 0300 790 0203
- Equalities and Human Rights Commission
www.equalityhumanrights.com
- SLCC www.slcc.co.uk

SIGNED: _____

DATED: 14th November 2022

On behalf of: **Broughton and Bretton Community Council**



BROUGHTON AND BRETTON COMMUNITY COUNCIL

GRIEVANCE PROCEDURE

1. INTRODUCTION

1.1 It is the policy of the Council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008. This procedure applies to all employees of the Council.

1.2 The objectives of the procedures are:

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances;
- To settle grievances as near as possible to their point of origin;
- To ensure the Council treats grievances seriously and resolves them as quickly as possible; and
- To ensure that employees are treated fairly and consistently throughout the Council.

1.3 Matters excluded from this procedure are as follows:

- Appeals against salary or gradings;
- Appeals against disciplinary actions;
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level
- Rules of pension schemes; and
- A grievance about a matter over which the Council has no control.

2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk [or in the case of any grievance relating to the Clerk with the Chair of the Community Council with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or they wish to pursue a formal grievance they should follow the procedure detailed below.

3. STANDARD COUNCIL GRIEVANCE PROCEDURE

3.1 The employee must set out their grievance in writing ("Statement of Grievance") and provide a copy to the Chair of the Staff and General Purposes Committee.

3.2 Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting with a panel of representatives of the Staff and General Purposes Committee.

(i) The employee must take all reasonable steps to attend the meeting.

(ii) Grievance meetings will normally be convened within 14 days of the Council receiving the Statement of Grievance.

(iii) The employee has the right to be accompanied to a grievance meeting by a fellow employee, a Trade Union representative or by a friend.

(iv) If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

3.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the panel comprising representatives of the Staff and General Purposes Committee time to consider the decision.

3.4 After the meeting the employee will be informed of the panel's decision within 5 working days. [The meeting may be reconvened for this purpose]. The panel's decision will be confirmed to the employee in writing.

3.5 If the employee wishes to appeal against the Council's decision they must inform the Council within 5 working days of receiving the decision.

3.6 If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting with three members of the Staff and General Purposes Committee Panel. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee, a Trade Union representative or by a friend.

3.7 A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the employee wishes to appeal pursuant to 3.5 above. If the meeting time is inconvenient for the employee or their companion, the employee may ask to postpone the meeting by up to 5 working days.

3.8 After the grievance appeal meeting the employee will be informed of the Council's final decision within 5 working days. [The meeting may be reconvened for this purpose]. The Council's decision will be confirmed to the employee in writing.

4. MODIFIED COUNCIL GRIEVANCE PROCEDURE (FOR FORMER EMPLOYEES)

4.1 If an ex-employee wishes to raise a grievance, they must set out their grievance and the basis for that grievance in writing and provide a copy to the Chair of the Council's Staff and General Purposes Committee.

4.2 Following receipt of a statement of grievance pursuant to 4.1 above, the Council will either write to the ex-employee inviting them to attend a meeting to discuss the grievance or to ask for the ex-employee's agreement to the Council responding to the grievance in writing.

4.2.1 If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the Council writing to them pursuant to 4.2 above steps 3.1 to 3.4 of the standard Council grievance procedure will be followed. The meeting will be conducted by a panel comprising representatives of the Council's Staff and General Purposes Committee.

4.2.2. If the ex-employee does agree to the matter being dealt with by correspondence, the Council's Staff and General Purposes Committee will consider their grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.

5. GENERAL PROCEDURAL INFORMATION

5.1. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal decision will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

5.2. All staffing disciplinary/grievance issues should be discussed in private session. In the first instance – the only Councillors who should have any knowledge of a possible problem with a member of staff should be the Chair of Council, the Chair of the Staff and General Purposes Committee and the Clerk. All other Councillors should be told that there is a grievance issue with a member of staff and that they should avoid becoming involved in any way

as Councillors should be unaware of the issues of the case so that three of their number can be used in an appeal if one is needed.

SIGNED: _____ DATED: 14TH November 2022

On behalf of: **Broughton and Bretton Community Council**

further warning, which may be a final warning according to the circumstances. The officer's attention must be drawn to the issue of a final warning, and they must be informed that they may ask their trade union official to be formally notified. Any final warning must be confirmed in writing as soon as possible.

5. Any recorded oral warnings or written warnings will be removed from the officer's record when a period of twelve months has elapsed without any disciplinary action being taken against them.

6. Certain types of gross misconduct may lead to suspension or to dismissal without notice.

7. The Clerk and Financial Officer may dismiss an officer in cases where previous warnings have been ineffective, or for gross misconduct. Where the possibility of serious disciplinary action arises (including dismissal), the officer should be interviewed and told why their services are considered unsatisfactory. The officer should be given adequate opportunity to explain or defend themselves. In particular they will have the right to be accompanied during the interview by a trade union or other representative.

8. Dismissal or other serious disciplinary action should be confirmed by letter under the signature of the Clerk and Financial Officer. This letter should state the grounds for the action taken and confirm that the officer may



BROUGHTON AND BRETTON COMMUNITY COUNCIL

DISCIPLINARY PROCEDURE

1. Where an officer's work, conduct or omission are such as to warrant disciplinary action, the appropriate supervisor or officer should give a warning to the employee. In the case of the Clerk and Financial Officer the full council, via the Chairman, will provide warning.

2. This may be done orally or in writing depending on the circumstances. A written warning will give the nature of the complaint and any implication therefrom, and the fact that the officer has been notified of the warning.

3. Oral warnings, unless recorded and the officer notified of such record, will not be considered in any further disciplinary proceedings.

4. The further commission of a similar act, or of a subsequent but different offence, may result in a

appeal in the appropriate way to the Council where they may appear in person and/or with a representative.

9. The contract of employment may be suspended either to enable investigation to be made where the possibility of dismissal may arise or where there are grounds for doubt as to the desirability of the officer to continue to work pending criminal investigations or procedure or as an alternative to dismissal. The procedure recommended in the event of dismissal should also apply to an officer thus suspended. During a period of suspension, the officer shall be paid an allowance of not less than half pay. Except where suspension has been used as an alternative to dismissal.

(i) in the event of it being adjudged that the officer was not blameworthy, the suspension shall be terminated and the officer shall receive all monies to which they would have been entitled but for the suspension.

(ii) if the officer is adjudged blameworthy, but is allowed to continue in employment, the Council shall have discretion whether to make up the suspension allowance to equal the whole or part of wages withheld during the period of suspension.

(iii) if the officer is dismissed, they shall not be entitled to wages other than the sum (if any) due up to the date of suspension, but shall be allowed to retain any sum already paid to

them as suspension allowance during the period of suspension.

10. If at any time in this procedure the officer wishes to exercise their right of appeal against any form of disciplinary action taken against him, they must do so within 14 days of receipt of the warning or notification of termination of employment on disciplinary grounds or written advice of other disciplinary action. A "panel" of members of the Council will hear such an appeal.

11. This procedure does not apply to notice given

- (i) on termination of employment for which an officer has been specifically engaged;
- (ii) in the event of redundancy.

N.B. The above procedure may be of particular interest to Councils with a workforce of more than the Clerk, and especially where there is trade union involvement.

Signed: _____

Date: 15th November 2022

On behalf of Broughton and Bretton Community Council



Broughton and Bretton Community Council
14TH November 2022

TRAINING PLAN FOR EMPLOYEES AND COUNCILLORS

1. Purpose and scope:

- 1.1 The Community Council aspires to be a competent and efficient Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2 Section 67 of the 2021 Local Government and Elections (Wales) Act **requires** community councils to make and publish a plan about the training provision for its members and staff as it has been recognised that Town and Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions.
- 1.3 Therefore the Council will ensure that staff and members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.
- 1.4 The Community Council will commit itself to the following:
 - To develop employees and members to achieve the objectives of the Council.

- To regularly review the needs of training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

2. Identifying training needs:

2.1 Employees:

- Induction training and an employee's folder will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and the Society of Local Council Clerks. (SLCC).
- Training provided to be no less than the minimum requirement of Continuous Professional Development including attendance at professional conferences to keep abreast of new legislation and changes.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified through annual appraisals (detailed in Annex A), staff meetings and informal discussions in the light of the overall objectives of the Council.
- The appraisal for the Community Clerk will be carried out by the Chairman of the Council and the Chairman of the Staffing and General Purposes Committee.
- Relevant additional training may be requested at any time.
- The Maintenance Team require professional certificates in various types of work, some are required annually, some are three yearly and some are five yearly.

2.2 Members.

As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. The only "mandatory" training is the Code of Conduct usually provided free of charge by Flintshire County Council. This may include in house training, corporate days and

training which is a requirement for specific roles they carry out for example finance or charring meetings.

- All newly elected members will receive an induction pack.
- Newly elected members are encouraged to attend Councillor Training. One Voice Wales training programmes are circulated to all members on a monthly basis.
- Development activities based on schedule of competencies identified in Annex B will be used to populate individual Member learning and development plans Annex C.
- Each Councillor should make an assessment to identify their current competency level using a scale of 1-4 where 4 is fully proficient.
- Training priorities will be focused on competency levels assessed as 1 or 2
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis and other needs to be prioritised in line with the individual Member's roles, Council policy and Council plans.
- All Members should complete a template annually and a record of all training will be kept centrally and published on the council's website, as part of the requirement of the Local Government and Elections (Wales) Act 2021.
- Relevant additional training may be requested at any time.

2.3 The Council can also commit to offering support to its local area Community/Town Councils. The Community Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

2.4 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation.
- Changes in systems and introduction of new equipment
- New or revised qualifications become available.
- Accidents.
- Professional error.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.

- Devolved services / delivery of new services

3. Training Resources/Providers:

3.1 An annual budget will be set for employee training and Members training by the Council during the budget setting process. All employees or members attending training are entitled to claim travel expenses.

3.2 Training Providers for both employees and members will include:

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- Society of Local Council Clerks.
- One Voice Wales.
- Regional and national seminars/conferences.
- Planning Aid Wales
- Principal Authorities.
- In-house.

4. Evaluation and review of training:

4.1 Evaluation will be through consideration of Training action plans Annex D which will be reviewed by the Clerk and Financial Officer and the Chairman of the Staffing and General Purposes Committee on an annual basis in September each year and presented to the full Council to ensure sufficient resources are included in the budget process.

4.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors Member learning and development plans, and from staff annual appraisals

5. Recording:

5.1 The Clerk and Financial Officer will maintain a record of training attended by staff and Councillors. Fees paid for by the council will be recovered from staff and Councillors who leave the council within two years of the training being completed.

5.2 The rates of recovery suggested are:
 Within 6 months – 100% of training fees.
 Between 6 -12 months – 50% of training fees.
 Between 12-24 months – 25% of training fees.

- 5.3 The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

Annex A

General.

The council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Scheme are:

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities.
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

Please return this form to your appraiser at the latest two weeks before your appraisal meeting.

PART A: Appraisee's Self-Evaluation - to be completed by you (the Appraisee).

PART B: Evaluation by Appraiser - to be completed by your line manager (the Appraiser).

PART C: Objective Setting and Training Needs Identified - to be discussed during the appraisal meeting and mutually agreed. The appraisee will fill in these sections after the meeting to show a clear understanding of what is expected. The appraiser will check these before signing the form.

PART D: Further Comments - to be completed by both parties before signing the form.

PART A: Appraiser's Self-Evaluation.

PREVIOUS OBJECTIVES:

To assist with your self-evaluation since your last appraisal, below are the details of the objectives you were set; please rate each objective accordingly as to how you feel you have progressed with each objective.

[illegible]

Do you feel that you have achieved your objectives? Do you feel you received adequate support in achieving them?
Overall, what do you feel has gone well in the last year? (Achievements and successes, including learning and development activity)
Are there any parts of your job description that you are not doing? Do you feel it is an accurate reflection of the role? (job description provided with the appraisal form).
What would/could help you improve? (including any help or support from your manager or any training and development)

PREVIOUS TRAINING NEEDS IDENTIFIED:

Below are the details of the training needs identified at your last appraisal; please state whether or not these have been undertaken.

TRAINING NEEDS IDENTIFIED. (as per previous appraisal)	Undertaken?	
	Yes	No

How effective was any training or development you received?

If there is anything further that you are wishing to raise at your appraisal meeting please use the space below to provide details. If it will help, please also attach any additional documentation that may assist in the discussions at the meeting.

PART B: Evaluation by Appraiser

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development.	
Quality of Work	
Productivity	
Use of Initiative	
Team Skills	
Customer Care Skills	
Training Skills (if applicable)	
Supervisory Skills (if applicable)	

REVIEW OF THE APPRAISAL PERIOD:

Comments about the progress and/or achievements of the objectives set at the previous appraisal?

How effective do you think any training and development has been? What improvements have you noticed?
Areas, tasks or projects that the appraisee has undertaken particularly well?
Are there any areas of work currently requiring support, training, guidance or clarification?
What do you feel could be done to improve the appraisee's performance or skills further?
How do you see the job developing over the next year? Are there any tasks/responsibilities that can be delegated?

PART C: OBJECTIVE SETTING AND TRAINING NEEDS IDENTIFIED

OBJECTIVES Objectives should be Specific, Measurable, Achievable, Realistic, Timed	Target Date:

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TRAINING & DEVELOPMENT Consider future potential and development, in particular highlight areas for training (specify whether attendance on a course of in-house training)	Target Date:

PART D: FURTHER COMMENTS

Comments by Appraisee
Comments by Appraiser

Signed:	Date:
Appraisee	
Appraisers	

Annex B

Schedule of Competencies

Requirement	Knowledge and Skills	Effective Behaviours	Councillors	Clerk
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.	All Members	Yes
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.	All Members	Yes
Understanding the planning system	Understanding of planning law, the development control	Is able to assess planning applications in relation to material considerations, the	Yes. Members with a	Yes

	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.	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.	specific interest in the subject encouraged to do more training	
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity, 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.	All Members	Yes
Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and	All Members	Yes

	<p>reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation.</p> <p>Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor.</p> <p>Understanding of the need for and what constitutes respectful behaviour towards others.</p>	<p>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.</p>		
Financial Governance and Accountability	<p>An understanding of the internal and external audit process.</p>	<p>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.</p>	<p>Yes. Members with a specific interest in the subject encouraged to do more training</p>	<p>Yes</p>
Attendance at and preparation	<p>Understanding of the importance of regular attendance and</p>	<p>Attends meetings, events on a regular basis, and gives priority to such attendance.</p>	<p>All Members</p>	<p>Yes</p>

for meetings and other organised events	engagement and the need to prepare effectively for meetings.	Ensures that all papers included with council agendas are read before the meeting.		
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.	All Members	Yes
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.	Communicates with the Clerk and other members electronically and through social media where appropriate.	All Members	Yes

	Understands the social media policy of the council.			
Working with the Clerk and other employees	<p>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.</p> <p>Understanding of the appointments process and interviewing skills.</p>	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.	All Members	Yes
Health and Safety	<p>Understanding of Health and Safety legislation in the work of the Council.</p> <p>Understand how to assess risks and ensure personal safety and that of others.</p>	<p>Promotes and ensures the health and safety of everyone in the council.</p> <p>Ensures personal safety when working in the Council and when in groups or alone in the community.</p>	All Members	Yes
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	All Members	Yes

		personal skills and knowledge, attends learning and development activities seeking tangible outcomes.			
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.	Yes. Members with a specific interest in the subject encouraged to do more training	Yes	
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.	Yes. Members with a specific interest in the subject encouraged to do more training		
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with	All Members	Yes	

	seek the views of all relevant parties. Understands the role and functions of the principal council.	the community, individuals and the council to ensure engagement and understanding of all parties.	
Chairing	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. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	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. 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	Yes. Chairs encouraged to do more training

		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. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.		
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full	Demonstrates high level communication, interpersonal and social skills.	Yes. Chairman and Vice- Chairman	Yes

	<p>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.</p>			
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Annex C

Learning and Development Plan Template.

Name of Councillor	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences)	Priority (Put in Year)	Courses to attend	Date Course attended
Core competency					
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					

Information Management						
Using ICT and social media						
Working with Clerk/Other Employees						
Health and Safety						
Continuing professional and personal development						
Sustainable Development						
Local Leadership						
Chairing Skills						
Civic Leadership						

Appendix D

BROUGHTON AND BRETTON COMMUNITY COUNCIL

Training Action Plan.

Members	
All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 5 years.
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 13b)	On Election to Office.
All Councillors shall undertake training on financial management and governance within 12 months of the delivery of their declaration of acceptance of office.	On Election to Office.
All Councillors will be required to complete members skills audit to identify training needs.	Annually.
All Councillors will be required to undertake a minimum of two days training on matters identify in their skills audit.	Annually.
On Election to Office the Chairman and all Committee Chairs will be required to undertake training on Chaining Skills.	On election to the Council / Committee and as and when required.

Councillors elected to the Human Resources Committee should attend training on the Council as an Employer unless they are already qualified in the subject.	On election to the Committee and as and when required.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities.	Annually
All Councillors encouraged to read the following publications: The Good Councillors Guide. Governance and Accountability – A Practitioners Guide	On Election to Office
Staff	
All new Staff to take Induction Training	On appointment.
Staff training needs to be identified through staff appraisals	Annually
All staff encouraged to read regular publications and update from SLCC, OVW and other specialist publications relevant to their roles and responsibilities	Monthly
All staff encouraged to attend training relevant to their position as identified by an annual appraisal	Annually

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Nov-22

Ref:	Voucher No:	Payee:	Amount
BACS	BB/22/64	HCC - Joint Maintenance - October	£ 5,430.79
BACS	BB/22/65	Defib Store - new pads/battery	£ 174.00
BACS	BB/22/66	Lights4fun - xmas lights Shotton - TBR	£ 189.00
BACS	BB/22/67	Litter Picker - salaries November	£ 1,193.98
BACS	BB/22/68	Clwyd Pension Fund - salaries November	£ 377.06
BACS	BB/22/69	HMRC - salaries November	£ 179.09
		TOTAL	£ 7,543.92

Chairman:

Chair of Finance: