

## Polisi a Chynlluniau Hyfforddi – Training Policy & Plans

Un o ofynion Adran 67 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 yw bod gan Gyngorau Cymuned Gynllun Hyfforddi.

Mae'r cynllun hyfforddi a'r polisi hwn wedi'u paratoi yn unol â gofynion y Ddeddf ac mae'n cymryd i ystyriaeth y canllawiau a gyhoeddir gan Un Llais Cymru a Chymdeithas y Cyngorau Lleol.

Bydd y cynllun hyfforddi yn cynorthwyo Cyngor Cymuned Y Ferwig i wella ei ddull o gyflwyno gwasanaethau i'w gymuned. Bydd y cynllun a'r polisi yn cael eu hadolygu'n flynyddol yn y Cyfarfod Cyffredinol Blyneddol i sicrhau ei fod yn parhau i fod yn addas i'r diben ac yn cyfrif am anghenion cyfnewidiol y Cyngorwyr a'r Clerc.

### 1. AMCANION

Amcanion y polisi hwn yw:

- Annog aelodau a gweithwyr i ymgymryd â gweithgareddau hyfforddi a datblygu priodol.
- Dyrannu hyfforddiant mewn ffordd deg.
- Sicrhau bod yr holl hyfforddiant yn cael ei werthuso i asesu ei werth.

### 2. NODI ANGHENION HYFFORDDI

Mae amgylchiadau amrywiol lle gall hyfforddiant godi, megis:

- Gofynion deddfwriaethol e.e. Iechyd a diogelwch ayyb
- Newidiadau mewn deddfwriaeth
- Newidiadau mewn systemau
- Cymwysterau newydd neu ddiwygiedig ar gael
- Damweiniau
- Gwall proffesiynol
- Cyflwyno offer newydd
- Dulliau ac arferion gweithio newydd
- Cwynion i'r cyngor
- Cais gan aelod o staff neu gynghorydd
- Gwasanaethau datganoledig / darparu gwasanaethau newydd

Fel rheol, bydd anghenion hyfforddiant y Clerc a'r Cyngorwyr yn cael eu nodi ganddyn nhw eu hunain a'r Cadeirydd. Bydd y Clerc yn ymchwilio i gyfleoedd i fynychu cyrsiau ac yn dwyn y rhain i sylw'r cyngor.

Dyma restr o enghreifftiau o hyfforddiant efallai yr hoffai gweithwyr / cynghorwyr roi cynnig arnynt:

- Sesiwn sefydlu
- Côt ymddygiad
- Cadeiryddiaeth

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- Cynllunio
- Rheolau Sefydlog
- Rôl a chyfrifoldebau Maer / Dirprwy Faer
- Amcanion strategol y cyngor
- Prosiectau penodol y cyngor
- Gosod cyllideb
- Cyllid
- Disgyblu a gweithdrefnau cwyno
- Gweithdrefnau apelio
- Cyfryngau cymdeithasol
- Ceisio am grant

## 3. DULLIAU HYFFORDDI.

Mae yna wahanol ffyrdd y gellir cyflwyno hyfforddiant a chyfleoedd i ddatblygu.

- Yn fewnol – Os gellir rhoi hyfforddiant gan ddefnyddio arbenigedd a gwybodaeth fewnol, dylid archwilio'r posibilrwydd hwn.
- Partneriaeth – megis trwy CSC, SLCC, Un Llais Cymru a thrwy gynghorau cymuned a thref eraill.
- Gweithdai a seminarau
- Cynadleddau
- Cymwysterau proffesiynol
- Darparwyr hyfforddiant allanol

## 4. GOBLYGIADAU ARIANNOL

- Bob blwyddyn fel rhan o'r broses gosod cyllideb flynyddol, bydd Cyngor Cymuned Y Ferwig yn cynnwys cyllideb hyfforddiant ar gyfer gweithwyr a chynghorwyr. Wrth gyfrifo hon, bydd unrhyw anghenion hyfforddi a nodwyd fel rhan o'r broses arfarnu flynyddol a dadansoddiadau o anghenion hyfforddi cynghorwyr yn cael eu hystyried
- Ar gyfer cyrsiau cymeradwy, bydd y cyngor yn talu ffi'r cwrs, ffioedd arholi, ffioedd aelodaeth cysylltiedig ac un taliad i ail-sefyll arholiad a fethwyd.
- Bydd y cyngor yn talu'r tanysgrifiad blynyddol i'r SLCC a fydd yn galluogi staff a chynghorwyr i fanteisio ar gyrsiau hyfforddiant a chynadleddau.
- Gall gweithwyr neu gynghorwyr sy'n mynychu hyfforddiant y tu allan i Aberteifi gyflwyno hawliad cost i dalu costau teithio i'r lleoliad ac oddi yno.

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## Cynlluniau Hyfforddi

### Hyfforddiant Staff

<b>Pob aelod o staff newydd i ddilyn Hyfforddiant Sefydlu</b>	<b>Fel y bo angen</b>
<b>Anogir yr holl staff i ddarllen cyhoeddiadau rheolaidd a diweddariadau o wefannau: SLCC; Y Clerc; Un Llais Cymru</b>	<b>Misol</b>
<b>Bydd pob aelod o staff yn cael ei annog i fynychu Hyfforddiant sy'n berthnasol i'w swydd</b>	<b>Parhaus</b>

### Y Cyngor

<b>Y Cyngor i ddyrannu cyllideb hyfforddiant er mwyn darparu gweithgareddau hyfforddi, fynychu cynadleddau a chyhoeddiadau hyfforddiant ar gyfer aelodau a staff</b>	<b>Bob blwyddyn</b>
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### Hyfforddi Cynghorwyr

<b>Bydd pob Cyngorydd yn cael dogfen Côt Ymddygiad ac yn cael sesiwn hyfforddi fer ar ôl cael ei ethol</b>	<b>Bob 4 blynedd</b>
<b>Bydd pob Cyngorydd yn ymgymryd â hyfforddiant ar y Côt Ymddygiad o fewn 6 mis o gyflwyno ei ddatganiad derbyn swydd</b>	<b>Wrth ethol i'r Swydd</b>
<b>Anogir pob Cyngorydd i fynychu cynadleddau a digwyddiadau hyfforddi fel sy'n briodol i anghenion a chyfrifoldebau aelodau a chynghorau</b>	<b>Bob blwyddyn</b>
<b>Anogir pob Cyngorydd i ddarllen dogfennaeth berthnasol a dderbyniwyd gan y Cyngor mewn perthynas â'i rolau a'i gyfrifoldebau.</b>	<b>Fel y bo angen</b>

# CYNGOR CYMUNED Y FERWIG COMMUNITY COUNCIL

## Training Policy & Plans

*A requirement of Section 67 of the 2021 Local Government and Elections (Wales) Act 2021 is that Community Councils have in place a Training Plan.*

*This training plan and policy has been prepared in accordance with the requirements of the Act and takes cognisance of the guidance issues by One Voice Wales and that of the Society of Local Councils.*

*The training plan will assist Ferwig Community Council to enhance its approach to the delivery of services to its community. The plan and policy will be reviewed annually in the AGM to ensure that it remains fit for purpose and accounts for the changing needs of Councillors and the Clerk.*

### **1. OBJECTIVES**

*The objectives of this Policy are to:*

- *Encourage Members and employees to undertake appropriate training and development activities.*
- *Allocate training in a fair manner.*
- *Ensure all training is evaluated to assess its value.*

### **2. IDENTIFICATION OF TRAINING NEEDS**

*There are various circumstances in which training needs may arise, such as:*

- *Legislative requirements e.g. Health and Safety etc*
- *Changes in legislation*
- *Changes in systems*
- *New or revised qualifications become available*
- *Accidents*
- *Professional error*
- *Introduction of new equipment*
- *New working methods and practices*
- *Complaints to the Council*
- *A request from a member of staff or councillor*
- *Devolved services / delivery of new services*

*Training requirements for the Clerk and Councillors, will usually be identified by themselves and the Chairman. Opportunities to attend courses will be investigated by the clerk and brought to the attention of the council.*

*Below is a list of examples of internal training employees/councillors may wish to seek:*

- *Induction session*
- *Code of conduct*
- *Chairmanship*
- *Planning*
- *Standing Orders*

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- *Mayor / Deputy Mayor role and responsibilities*
- *Council's Strategic Objectives*
- *Specific Council projects*
- *Budget setting*
- *Finances and cost centres*
- *Disciplinary and Grievance procedures*
- *Appeals procedures*
- *Social media*
- *Applying for grant funding*

### **3. TRAINING METHODS**

*There are different ways in which training and development can be achieved.*

- *Internally - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored.*
- *Partnership - such as through Ceredigion County Council, SLCC, One Voice Wales and via other community & town Councils.*
- *Workshops/*
- *Conferences*
- *Professional Qualifications*
- *External Training Providers*

### **4. FINANCIAL IMPLICATIONS**

- *Each year as part of the annual budget setting process, Ferwig Community Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analyses will be taken into consideration.*
- *For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.*
- *The Council will pay the annual subscription to the Society of Local Council Clerks to enable staff and councillors to take advantage of training courses and conferences.*
- *Employees or councillors attending training outside of Cardigan may submit an expense claim to cover travel costs to and from the venue.*

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## Training Plans

### *Staff Training*

<i>All New Staff to take Induction Training</i>	<i>As &amp; when required</i>
<i>All staff encouraged to read regular publications &amp; update from Internet websites: SLCC The Clerk One Voice Wales</i>	<i>Monthly and</i>
<i>All Staff Encouraged to attend Training relevant to their position</i>	<i>On-going</i>

### *Council*

<i>Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff</i>	<i>Annually</i>
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### *Councillors Training*

<i>All Councillors are provided with a Code of Conduct document and receive a short training session following their election</i>	<i>Every 4 years</i>
<i>All Councillors shall undertake training in the Code Of Conduct within 6 months of the delivery of their declaration of acceptance of office</i>	<i>On election to Office</i>
<i>All Councillors are encouraged to attend conferences and training events as appropriate to member s and Councils needs and responsibilities</i>	<i>Annually</i>
<i>All Councillors encouraged to read relevant documentation received by the council in relation to their roles and responsibility.</i>	<i>As &amp; when required</i>

<b>Adolygwyd y Polisi gan:</b> -	
<b>Policy Review by: -</b>	CADERYDD.
<b>Llofnod: Signature:</b>	M. Jones
<b>Dyddiad/Date</b>	24/01/24
<b>Dyddiad yr adolygiad nesaf: Date of next Review:</b>	Cyfarllod Blynnyddol. 13/5/24.