

Cynlluniau Hyfforddi

Dylai cynghorau cymuned a'u staff geisio sicrhau eu bod mor effeithiol ac effeithlon â phosibl wrth gyflawni swyddogaethau. Dylai cynghorau edrych yn rheolaidd am gyfleoedd i wella eu systemau gweinyddu a llywodraethu fel y gallant gyflawni eu cyfrifoldebau a gwasanaethu eu cymunedau'n well. Ar ôl nodi bylchau mewn datblygiad, y cam nesaf yw datblygu cynllun i lenwi'r bylchau hyn.

Mae adran 67 o Ddeddf 2021 yn ei gwneud yn ofynnol i gynghorau cymuned baratoi a chyhoeddi cynllun ynglŷn â'r hyfforddiant a ddarperir ar gyfer eu haelodau a'u staff. Rhaid paratoi a chyhoeddi'r cynllun hyfforddi cyntaf erbyn 5 Tachwedd 2022, chwe mis ar ôl i'r ddyletswydd ddod i rym. Ystyrir bod hwn yn gyfnod priodol o amser i gynghorau asesu anghenion, cytuno ar eu cyllideb hyfforddi a mabwysiadu cynllun.

Dylai'r cynllun hyfforddi ystyried a oes gan y cyngor, ar y cyd, y sgiliau a'r wybodaeth sydd eu hangen arno i gyflawni ei gynlluniau yn y ffordd fwyaf effeithiol, a mynd i'r afael â hynny.

Skills Audit

The first step in delivering an effective training plan is to undertake a skills audit.

The Skills Audit is looking at competences across the Community Council and not of individual Councillors.

Skill	Met by Clerk	Met by Cllrs	Support (as necessary)
Local Govt financial management and accounts	met		By internal audit SLCC/OVW
Audit and risk management Local Govt Governance Eg data protection, freedom of information, accessibility	met		Info Commissioner
Local Government HR Employment, tax and pensions, health and safety, legislation and practicalities	Basic knowledge met by Clerk		OVW/SLCC/ACAS
Training	met		OVW/SLCC/OWV/SLCC/Another external trainer as required
Broadband and communications	met		External training as required
Planning, strategic eg place plans	Basics by Clerk		OVW/SLCC/Planning Aid Wales
Planning applications and general issues including sound local knowledge	Basics by Clerk		OVW/SLCC/Planning Aid Wales
Admin and management, agenda, minutes etc	Met		OVW/SLCC

Councillors

Skills Audit

Councillors will be required to indicate any OVW, SLCC or training provided by external bodies paid for or initiated by the Community Council from May 2021 to date, as part of an initial skills audit.

Councillors will be requested to advise of any personal skills, such as translation, copy writing, document design, handyman skills which they are will to use on behalf of the Council.

Training

All Councillors are invited and encouraged to attend One Voice Wales training events which may benefit their knowledge of the role of the Council and Councillors. Further information on course may be found here <http://www.onevoicewales.org.uk/OVWWeb/Default-7451.aspx>

Training can also be obtained from the SLCC (see below) or an appropriate external trainer or organisation.

The Council undertakes to pay for OVW training modules as per the list below, where appropriate to the business of the Council, as a matter of policy.

Costs for training by other external suppliers should be approved by the Council prior to any costs being incurred.

Course				
Basic requirements as per guidance to the 2021 act				
New Cllr Induction				
Cod Ymddygiad				
Cyllid Llywodraeth Leol				
Available courses				
Y Cyngor				
Y Cyngorydd				
Y Cyngor fel Cyflogwr				
Dealltwriaeth o'r Gyfraith				
Cyfarfodydd y Cyngor				
Cyllid Llywodraeth Leol				
Iechyd a Diogelwch				
Cyflwyniad i Ymgysylltiad Cymunedol				
Cod Ymddygiad				
Sgiliau Cadeirio				
Cynllunio Cymunedol at Argyfwng				
Cynllunio Cymunedol				
Ymgysylltiad Cymunedol Rhan II (Dulliau a Thechnegau)				
Cydraddoldeb a Amrywiaeth				
Rheoli Gwybodaeth				
Defnyddio TG, Gwefannau & Chyfyngau Cymdeithasol				
Gwneud Ceisiadau Grant Effeithiol				
Rheolaeth Effeithiol ar Staff				
Datganoli Gwasanaethau				
Cynaliadwyedd/ Deddf Cenedlaethau'r Dyfodol 2015				
Cyllid Llywodraeth Leol – Estynedig				

As at 2022 courses with OVW for member organisations cost £35 per module (bursaries may apply).

Further training modules are offer by the Society of Local Council Clerks (SLCC) <https://www.slcc.co.uk/events/>

SLCC courses vary according to method of delivery and costs should be confirmed by visiting the website.

The Clerk

The Clerk should be encouraged to join the SLCC (Society of Local Council Clerks), membership of which the Council will pay.

The current Clerk holds the Certificate of Higher Education – Community Governance.

It is desirable than any Clerk taking post in future is at least CiLCA qualified (entry level qualification as at at 2022, review as appropriate) or is prepared to work towards the qualification within 2 years of taking post.

The Clerk will be expected to follow a Continuous Professional Development scheme. Further training modules are offer by the Society of Local Council Clerks (SLCC) <https://www.slcc.co.uk/events/> or by external training bodies. Costs should be approved by the Council.

SLCC courses vary according to method of delivery and costs should be confirmed by visiting the website <https://www.slcc.co.uk/events/>

In additional to specific training modules both OVW and the SLCC offer a series of conferences and seminars which may be of benefit to elected members and staff.

Funding

Following the initial skills audit the Council will provide a sufficient training budget to cover the immediate needs of Councillors and staff subject to its budget capacity in the 22-23 financial year.

The Council will commit to covering the costs of training for development of both Councillors and staff in future financial years, subject to budget capacity.

Review

This policy shall be reviewed as agreed by the Council and at least at the beginning of term following an election.