



CYNLLUN HYFFORDDIANT CYNTAF 2022 – 2027

INAUGURAL TRAINING PLAN 2022 - 2027

Rhagarweiniad

Mae Adran 67 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 yn ei gwneud yn ofynnol i gynghorau dinas, tref a chymuned lunio a chyhoeddi cynllun sy'n nodi'r ddarpariaeth hyfforddi ar gyfer eu Haelodau a'u Staff ar ôl pob etholiad cyffredin. Pwrpas y cynllun hyfforddi yw sicrhau bod y cynghorwyr a'r staff gyda'i gilydd yn meddu ar y wybodaeth a'r ymwybyddiaeth sydd eu hangen i weithredu'n effeithiol.

Nid oes angen i bob cynghorydd a staff fod wedi derbyn yr un hyfforddiant a datblygu'r un arbenigedd; byddai'r cynllun hyfforddi yn cefnogi cynghorwyr a staff i gael yr hyfforddiant perthnasol i gyflawni eu rôl. Mae'r cynllun hyfforddi yn cynnwys adrannau ar gyfer cynghorwyr ac aelodau o staff.

Egwyddorion y Cynllun Hyfforddi

- (i) Comisiynu hyfforddiant (gan gynnwys presenoldeb mewn cynadleddau) gan ddarparwyr cydnabyddedig a'r rhai sydd ag arbenigedd megis (ond nid yn unig): Cyngor Sir Ddinbych, Un Llais Cymru, Cymdeithas Clercod Cynghorau Lleol, Cymorth Cynllunio Cymru.
- (ii) Cefnogi cynghorwyr a staff i fynychu hyfforddiant sy'n berthnasol i'w rol gan ddarparwyr / arbenigwyr yn y maes.
- (iii) Nodi cyllideb hyfforddi flynyddol a chwrdd â chostau hyfforddi.
- (iv) Nodi set graidd o ofynion hyfforddi ar gyfer pob cynghorydd.
- (v) Nodi set graidd o ofynion hyfforddi ar gyfer yr holl staff (fel sy'n briodol i'w rolau a'u cyfrifoldebau)
- (vi) Adolygu'r cynllun hyfforddi o bryd i'w gilydd yn unol ag Adran 67 (4) o Ddeddf 2021, ac o leiaf ar ol pob etholiad cyffredin i gynghorwyr tref yn unol ag Adran 67(3) o Ddeddf 2021.

Introduction

Section 67 of the Local Government and Elections (Wales) Act 2021 requires city, town and community councils to make and publish a plan setting out training provision for its Members and Staff after each ordinary election of community/town councillors. The purpose of the training plan is to ensure that collectively the councillors and staff possess the knowledge and awareness needed to operate effectively.

It is not necessary for all councillors and staff to have received the same training and develop the same expertise; the training plan will support councillors and staff to have the relevant training to carry out their role. The training plan includes sections for both councillors and members of staff.

Principles of the Training Plan

- (i) To commission training (including attendance at conferences) from recognised providers and those with expertise such as (but not exclusively): Denbighshire County Council, One Voice Wales, Society of Local Council Clerks, and Planning Aid Wales.
- (ii) Support councillors and staff to attend training relevant to their roles from recognised providers / experts.
- (iii) Identify an annual training budget and meet training costs.
- (iv) Identify a core set of training requirements for all councillors.
- (v) Identify a core set of training requirements for all staff (as appropriate to their roles and responsibilities)
- (vi) To review the training plan from time to time in accordance with Section 67 (4) of the 2021 Act, and at least after every ordinary election of town councillors in line with Section 67(3) of the 2021 Act.

Gofynion Hyfforddi

Mae'r cynllun hyfforddi hwn yn drosolwg o'r gofynion hyfforddi ar unrhyw adeg a bydd yn cael ei adolygu a'i ddiweddarau o bryd i'w gilydd dros y pum mlynedd nesaf. Bydd unrhyw adolygiad yn ystyried cynghorwyr newydd (yn dilyn etholiad neu is-etholiad), newidiadau staff, newidiadau mewn deddfwriaeth neu gyfleoedd eraill megis y rhai a gynigir gan y Pŵer Cymhwysedd Cyffredinol.

Hyfforddiant Angenrheidiol

Mae Canllawiau Statudol yn nodi bod yr hyfforddiant canlynol yn hanfodol i bob Cynghorydd:

- Sefydlu Sylfaenol
- Y Cod Ymddygiad
- Rheolaeth Ariannol a Llywodraethu

Anghenion Hyfforddi Eraill

Mae hyfforddiant arall wedi'i nodi'n bwysig i gynghorwyr perthnasol

Anghenion Hyfforddi Staff

Bydd arfarniadau perfformiad, gan gynnwys cyfarfodydd un-i-un rheolaidd a chyfarfodydd prawf, yn nodi anghenion a chyfleoedd hyfforddi ar sail barhaus i staff.

Training Requirements

This training plan is an overview of the training requirements at a point in time and will be revisited and updated periodically over the next five years. Any review will take account of new councillors (following election or by-election), staff changes, and changes in legislation or other opportunities such as those offered by the General Power of Competence.

Required Training

Statutory Guidance identifies the following training as essential for all Councillors:

- Basic Induction
- The Code of Conduct
- Financial Management and Governance

Other Training Needs

Other training has been identified as important to relevant councillors

Staff Training Needs

Performance appraisals, including regular one to ones and probationary meetings, will identify training needs and opportunities on an on-going basis for staff.

Pwy / Who	Beth / What	Sut / How	Pryd / When	Canlyniad / Outcome
Cynghorwyr Tref Rhuthun / Ruthin Town Councillors				
Pob Cynghorydd newydd <i>All new councillors</i>	Rhaglen Cynefino i'r Cyngor <i>Induction to the Council</i>	Sesiwn anffurfiol gan Glerc y Dref <i>Informal session by the Town Clerk</i>	O fewn mis i dderbyn swydd <i>Within a month of accepting office</i>	Briff sylfaenol i gynnwys set graidd o ddogfennau a ddarperir fel pecyn sefydlu <i>A basic briefing to include a core set of documents provided as an induction pack.</i>
Pob Cynghorydd <i>All Councillors</i>	Cod Ymddygiad <i>Code of Conduct</i>	Sesiwn ffurfiol <i>Formal session</i>	Cyn gynted ag sy'n ymarferol bosibl ac o fewn 6 mis i dderbyn y swydd <i>As soon as practically possible and within 6 months of accepting office</i>	Gwybodaeth a dealltwriaeth o rwymedigaethau a champau gweithredu. <i>Knowledge and understanding of obligations and actions required.</i>
Pob Cynghorydd <i>All Councillors</i>	Rheolaeth Ariannol a Llywodraethu <i>Financial Management and Governance</i>	Sesiwn ffurfiol <i>Formal Session</i>	O fewn blwyddyn i dderbyn swydd <i>Within 1 year of accepting office</i>	Gwybodaeth a dealltwriaeth o rwymedigaethau a champau gweithredu. <i>Knowledge and understanding of obligations and actions required.</i>

Cynghorwyr Perthnasol (yn delio gyda materion Cynllunio)	Hyfforddiant Cynllunio gan gynnwys :Crws Cynllunio o'r Dechrau i'r Diwedd (Cymorth Cynllunio Cymru) neu debyg	Sesiwn ffurfiol	Cyn gynted ag sy'n ymarferol bosibl ac o fewn 6 mis i dderbyn y swydd.	Gwybodaeth a dealltwriaeth o rôl a chyfrifoldebau'r Cyngor Tref mewn perthynas â chynllunio a datblygu.
<i>Relevant Councillors (dealing with Planning matters)</i>	<i>Planning Training including: Planning from Start to Finish (Planning Aid Wales) or equivalent</i>	<i>Formal Session</i>	<i>As soon as practically possible and within 6 months of accepting office.</i>	<i>Knowledge and understanding of the Town Council role and responsibilities in respect to planning and development.</i>
Cadeiryddion Pwyllgorau (yn ôl yr angen)	Sgiliau Cadeirio	Sesiwn ffurfiol	Cyn gynted ag sy'n ymarferol bosibl.	Gwybodaeth, sgil a dealltwriaeth o Gadeirio cyfarfodydd.
<i>Chairs of Committees (as necessary)</i>	<i>Chairing Skills</i>	<i>Formal Session</i>	<i>As soon as practically possible.</i>	<i>Knowledge, skill and understanding of Chairing meetings.</i>
Gweithwyr Cyngor Tref Rhuthun / Employees of Ruthin Town Council				
Clerc y Dref	Gweinyddiaeth Cynghorau Lleol (CiLCA)	Cymhwyster Ffurfiol	I gychwyn o fewn 18 mis i'r penodiad	Gwybodaeth, dealltwriaeth a sgiliau angenrheidiol i ymgymryd â rôl Swyddog Priodol.
<i>Town Clerk</i>	<i>Local Council Administration (CiLCA)</i>	<i>Formal Qualification</i>	<i>To commence within 18 months of appointment</i>	<i>Knowledge, understanding and skills necessary to undertake the role of Proper Officer.</i>

Dirprwy Glerc y Dref	Cyflwyniad i Weinyddiaeth Cynghorau Lleol	Cymhwyster Ffurfiol	I gychwyn o fewn 18 mis i'r penodiad	Gwybodaeth, dealltwriaeth a sgiliau angenrheidiol i gefnogi'r rôl.
<i>Deputy Town Clerk</i>	<i>Introduction to Local Council Administration</i>	<i>Formal Qualification</i>	<i>To commence within 18 months of appointment.</i>	<i>Knowledge, understanding and skills necessary to support the role.</i>