



CYNGOR TREF ABERTEIFI

CARDIGAN TOWN COUNCIL

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POLISI HYFFORDDI A DATBLYGU TRAINING AND DEVELOPMENT POLICY

1. YMRWYMIAD I HYFFORDDIANT A DATBLYGIAD

Mae Cyngor Tref Aberteifi wedi ymrwymo i hyfforddiant a datblygiad parhaus i alluogi aelodau a gweithwyr i gyfrannu at gyflawni nodau ac amcanion y Cyngor drwy ddarparu cynrychiolaeth a gwasanaethau o'r ansawdd uchaf.

COMMITMENT TO TRAINING AND DEVELOPMENT

Cardigan Town Council is committed to ongoing training and development to enable members and employees to contribute to achieving the Council's aims and objectives by providing the highest quality representation and services.

2. 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.**

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.

3. NODI ANGHENION HYFFORDDI

Mae amgylchiadau amrywiol lle gall hyfforddiant godi, megis:

- Gofynion deddfwriaethol e.e. lechyd a diogelwch ayyb
- Newidiadau mewn deddfwriaeth
- Newidiadau mewn systemau
- Cwymwysterau 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 Cynghorwyr yn cael ei nodi ganddyn nhw ei hunain a'r Cadeirydd. Bydd y Clerc yn ymchwilio i gyfleoedd i fynychu cyrsiau ac yn cael eu dwyn i sylw'r cyngor. Ni ddylid gadael i anghenion hyfforddi gael eu nodi yn ystod yr adolygiad blynyddol, gallant godi ar unrhyw adeg o'r flwyddyn a dylid rhoi sylw iddynt cyn gynted â phosibl. Fodd bynnag, dylid adolygu ac asesu'r angen hyfforddi yn flynyddol yn erbyn amcanion y cyngor, cyfrifoldebau'r gwahanol rolau a datbygiad gweithwyr ac aelodau.

Isod mae rhestr o enghreifftiau o hyfforddi efallai yr hoffai gweithwyr / cynghorwyr geisio:

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

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. Training needs should not be left to be identified during the annual review, they may arise at any point of the year and should be addressed as soon as possible. However, the training need should also be reviewed and assessed annually against the objectives of the council, the responsibilities of the various roles and the development of employees and members.

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

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

4. DULLIAU HYFFORDDI.

Mae yna wahanol ffyrdd y gellir cyflawni hyfforddiant a datblygiad.

- **Yn fewnol – Os gellir rhoi hyfforddiant gan ddefnyddio'r arbenigedd a'r wybodaeth fewnol, archwilir y posibilrwydd hwn. Mae hyn yn aml yn cynnwys hyfforddiant cyfrifiadurol cyffredinol, hyfforddiant ar weithdrefnau gwaith penodol neu arferion penodol a chyfreithlondeb y cyngor.**
- **Partneriaeth – Mae gan y cyngor gysylltiadau â phartneriaid eraill lle gellir dod o hyd i hyfforddiant, megis trwy CSC, SLCC, Un Llais Cymru a thrwy gynghorau cymunedol a thref eraill.**
- **Gweithdai a seminarau – rhennir gwybodaeth â gweithwyr a chynghorwyr lle bo hynny'n berthnasol.**
- **Cynadledau – Rhennir y manylion gyda gweithwyr a chynghorwyr lle bo hynny'n berthnasol.**
- **Cymwysterau proffesiynol – Yn aml bydd hyfforddiant yn dod o gorff proffesiynol a'i gwblhau trwy'r cyfrwng penodol sy'n berthnasol i'r cymhwyster.**
- **Darparwyr hyfforddiant allanol – Mae nifer o ddarparwyr hyfforddiant ar gael. Wrth ddod o hyd i hyfforddiant gan ddarparwr allanol, bydd y cyngor yn ceisio sicrhau'r**

pris gorau lle bo hynny'n bosibl, o leoliad cyfagos. Wrth nodi angen hyfforddi, dylai'r gweithiwr/cynghorydd a'u rheolwr llinell/clerc ystyried y ffordd fwyaf effeithiol y gellir dod o hyd i'r hyfforddiant ac a all eraill elwa o'r hyfforddiant ai peidio.

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. This often includes general computer training, training on specific work procedures or council specific practices and legislation.
- Partnership - The Council has links with other partners where training can be sourced, such as through Ceredigion County Council, SLCC, One Voice Wales and via other community & town Councils.
- Workshops/Seminars - Information is shared with employees and councillors, where relevant.
- Conferences - Details of conferences are shared with employees and councillors, again where relevant.
- Professional Qualifications – Training will often be sourced through a professional body and completed through the specific medium relevant to the qualification.
- External Training Providers - There are numerous training providers available. When sourcing training from an external provider, the council will always seek to obtain the best price where possible, from a nearby location. Upon identifying a training need, the employee/councillor and their line manager/clerk should consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

5. GOBLYGIADU ARIANNOL

- **Bob blwyddyn fel rhan o'r broses gosod cyllideb flynyddol, bydd Cyngor Tref Aberteifi yn cynnwys cyllideb hyfforddi ar gyfer gweithwyr a chynghorwyr. Wrth gyfrifo hyn, bydd unrhyw anghenion hyfforddi a nodwyd fel rhan o'r broses arfarnu flynyddol a dadansoddiadau o anghenion hyfforddi cynghorwyr yn cael eu hystyried. Rhaid i'r holl hyfforddiant a noddir gan y cyngor fod yn briodol i'w anghenion ac yn amodol ar argaeledd adnoddau ariannol.**
- **Ar gyfer cyrsiau cymeradwy fel CiLCA, bydd y cyngor yn talu ffi'r cwrs, ffioedd arholiad, ffioedd aelodaeth cysylltiedig ac un taliad i ail-sefyll arholiad a fethwyd.**
- **Bydd y cyngor yn talu'r tanysgrifiad blynyddol i'r SLCC a Un Llais Cymru i alluogi staff a chynghorwyr i fanteisio ar gyrsiau hyfforddi a chynadledau.**
- **Gall gweithwyr neu gynhorwyr sy'n mynychu hyfforddiant y tu allan i Aberteifi gyflwyno hawliad cost i dalu costau teithio i'r lleoliad ac oddi yno. Lle bo hynny'n ymarferol ac yn bosibl, os oes mwy nag un mynychwr o'r cyngor, dylid gwneud trefniadau siario ceir neu deithio ar y cyd.**

FINANCIAL IMPLICATIONS

- Each year as part of the annual budget setting process, Cardigan Town 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. All Council sponsored training must be appropriate to its needs and is subject to the availability of financial resources.

- For approved courses such as CiLCA, 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 and One Voice Wales 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. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

6. GWERTHUSO

Mae'n hanfodol bod unrhyw hyfforddiant a wneir yn cael ei werthuso ar gyfer effeithiolrwydd. Ar ôl cwblhau sesiwn/cwrs hyfforddi, dylai'r gweithiwr neu'r cynghorydd ategu adroddiad hyfforddi byr. Bydd y clerc yn cadw cofnod o'r holl hyfforddiant a wneir.

EVALUATION

It is vital that any training undertaken is evaluated for effectiveness. Upon completing a training session/course, the employee or councillor should complete a short training report. The clerk will keep a record of all training undertaken.

ADOLYGIAD POLISI GAN: POLICY REVIEW BY:	
Llofnod: Signature:	
Cyfeirnod munud; Minute Reference:	
Dyddiad: Date:	
Dyddiad yr adolygiad nesaf: Date of next review:	