

Cyngor Cymuned Llandyfaelog

Cynllun Hyfforddi

Mae gan Gyngor Cymuned Llandyfaelog ddyletswydd statudol o dan adran 67 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 i ddatblygu a chyhoeddi cynllun yn nodi pa gamau y mae'n bwriadu eu cymryd i fynd i'r afael ag anghenion hyfforddi ei Gynghorwyr a'i staff.

Pwrpas y cynllun hyfforddi yw sicrhau bod Cynghorwyr a staff ar y cyd yn cael y wybodaeth a'r ymwybyddiaeth sydd eu hangen i'r cyngor weithredu'n effeithiol. Nid oes angen i bob cynghorydd a staff fod wedi derbyn yr un hyfforddiant a datblygu'r un arbenigedd.

Rhaid rhoi cynllun hyfforddi newydd mewn lle ar ôl pob etholiad cyffredin o Gynghorwyr Cymuned i adlewyrchu'r anghenion hyfforddi sy'n deillio o newidiadau i aelodaeth y cyngor ac i ddarparu ar gyfer ethol Cynghorwyr newydd. Dyma'r ail cynllun hyfforddi a ddatblygwyd gan Gyngor Cymuned Llandyfaelog. Mae'r cynllun yn rhoi disgrifiad byr o ofynion hyfforddi bresennol y Cyngor a bydd y ddogfen yn cael ei hadolygu o bryd i'w gilydd er mwyn sicrhau ei bod yn cael ei chadw'n gyfredol ac yn berthnasol.

Mae'r Cyngor yn cyflogi Clerc y Cyngor ac Atgyweiriwr Cymunedol ar sail contractwr hunangyflogedig. Rhoddir cyfle i gynghorwyr ddilyn cyrsiau hyfforddi a gynigir gan Un Llais Cymru, Cyngor Sir Caerfyrddin neu gyrff eraill fel y teimlir yn briodol (e.e. Cymorth Cynllunio Cymru) yn barhaus,

Mai 2024

Llandyfaelog Community Council

Training Plan

Llandyfaelog Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to develop and publish a plan setting out what actions it proposes to undertake to address the training needs of its Councillors and staff.

The purpose of the training plan is to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of Community Councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new Councillors. This is the second training plan developed by Llandyfaelog Community Council. The plan provides a brief description of the Council current training requirements and the document will be reviewed periodically in order to ensure it is kept up to date and relevant.

The Council employs a Council Clerk and a Community Handyperson on a self employed contractor basis. Councillors are provided with an opportunity to undertake training course as offered by One Voice Wales, Carmarthenshire County Council or other bodies as felt appropriate (e.g. Planning Aid Wales) on an on-going basis,

May 2024

Cynllun Hyfforddi Cyngor Cymuned Llandyfaelog 2024

Pwy	Gofyniad	Sefyllfa Bresennol	Pryd	Canlyniad	Camau Nesaf
Cynghorwyr newydd a rhai sy'n dychwelyd	Hyfforddiant sefydlu	Sesiynau hyfforddi Un Llais Cymru neu Gyngor Sir Caerfyrddin ar-lein neu wyneb yn wyneb.	<ul style="list-style-type: none"> Hyfforddiant cod ymddygiad ar gyfer Cynghorwyr sydd newydd eu hethol neu eu cyfethol Sesiynau hyfforddi misol sydd ar gael trwy Un Llais Cymru a Chyngor Sir Caerfyrddin ac eraill pan fydd y rhain yn codi 	<p>Rhoddwyd cyfle i Gynghorwyr newydd a rhai a oedd yn dychwelyd dderbyn hyfforddiant ar raglen hyfforddi Cynghorwyr.</p> <p>Bydd cynghorwyr yn cael yr hyfforddiant perthnasol i gyflawni eu rôl.</p>	<p>Cyfle parhaus i Gynghorwyr ymgymryd â modiwlau pellach o'r rhaglen hyfforddi. Bydd cyfleoedd ychwanegol yn cael eu hystyried.</p>
Clerc y Cyngor	Datblygiad proffesiynol parhaus	<p>Mae'r Clerc wedi derbyn y cymwysterau perthnasol canlynol:</p> <ul style="list-style-type: none"> Tystysgrif mewn Gweinyddu Cynghorau Lleol (CiLCA); NVQ Lefel 4, Cyfrifeg; NVQ Lefel 4, Rheoli Cyfleusterau; NVQ Lefel 3, Rheolaeth 	Wedi cwblhau	Bydd Clerc y Cyngor yn derbyn cymwysterau priodol ar gyfer y rôl.	<ul style="list-style-type: none"> Presenoldeb mewn cynadleddau a digwyddiadau hyfforddi sector-benodol fel y bo'n berthnasol. Ystyried cyflawni cam nesaf CiLCA

<p>Atgyweiriwr y Cyngor (contractwr hunangyflogedig)</p>	<p>Contractwr i fod yn brofiadol mewn:</p> <ul style="list-style-type: none"> • DIY cyffredinol; • Rheoli Tiroedd Cyffredinol; • Defnyddio peiriannau; • Iechyd a Diogelwch; • Cymorth Cyntaf; • Archwiliad Mannau Chwarae; • Defnyddio PPE; • Rheoli Prosiectau. 	<p>I'w ystyried fel rhan o'r broses benodi.</p>	<p>I'w ystyried fel rhan o'r broses benodi.</p>	<p>Bydd gan yr atgyweiriwr gymwysterau priodol a'r profiad ar gyfer y rôl</p>	<p>I'w ystyried fel rhan o'r broses benodi.</p>
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Llandyfaelog Community Council Training Plan 2024

Who	Requirement	Current position	When	Outcome	Next Steps
New and returning Councillors	Induction training	One Voice Wales or Carmarthenshire County Council online or face to face training sessions:	<ul style="list-style-type: none"> • Code of conduct training for newly elected or co-opted Councillors • Availability of monthly training sessions via One Voice Wales and Carmarthenshire County Council and others when these arise 	<p>New and returning Councillors provided with the opportunity to receive training on Councillor training programme.</p> <p>Councillors will have the relevant training to undertake their role.</p>	Continuing opportunity for Councillors to undertake further modules of the training programme. Additional opportunities to be considered.
Council Clerk	Continuous professional development	<p>The Clerk holds the following relevant qualifications:</p> <ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA); • NVQ Level 4, Accounting; • NVQ Level 4, Facilities Management; • NVQ Level 3, Management 	Complete	Council Clerk holds appropriate qualifications for the role.	<ul style="list-style-type: none"> • Attendance at sector specific conferences and training events as relevant. • Consideration to carrying out the next stage of CiLCA

<p>Council Handyperson (self employed contractor)</p>	<p>Appointees to be experienced in:</p> <ul style="list-style-type: none"> • General DIY; • General Grounds Management; • Machinery use; • Health and Safety; • First Aid; • Play Area Inspection; • Use of PPE; • Project Management. 	<p>To be considered as part of appointment process.</p>	<p>To be considered as part of appointment process.</p>	<p>Handyperson will hold appropriate qualifications and the experience for the role</p>	<p>To be considered as part of appointment process.</p>
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