

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....*Sarah Pisk*.....

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	has much ex experience			
Legal Basis for Delivery of Services	4	completed training			
Understanding the planning system	2		2021		
Conduct	4	completed code of conduct train			
Equality and Diversity	4	work in MS			
Financial Governance and Accountability	4	completed training course			
Attendance/Preparation for Meetings and Events	4	Always attend prepared			
Information Management	3				

Using ICT and social media	3				
Working with Clerk/Other Employees	4	Has excelled as chair			
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	4	Completed course			
Sustainable Development	4	Completed course			
Local Leadership	3				
Chairing Skills	4	Completed course			
Civic Leadership	3				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... Huw Jones

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	4				
Understanding the planning system	3				
Conduct	4				
Equality and Diversity	2				
Financial Governance and Accountability	4				
Attendance/Preparation for Meetings and Events	4				
Information Management	3				

Using ICT and social media	3				
Working with Clerk/Other Employees	4				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	4				
Sustainable Development	2				
Local Leadership	4				
Chairing Skills	4				
Civic Leadership	4				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

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LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... *Christopher Sweeney*

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	3				
Understanding the planning system	2		2027		
Conduct	4				
Equality and Diversity	4				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	4				

Using ICT and social media	4				
Working with Clerk/Other Employees	4				
Health and Safety	4				
Continuing professional and personal development	3				
Financial Capability	3				
Sustainable Development	3				
Local Leadership	2				
Chairing Skills	4				
Civic Leadership	3				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (EMPLOYEE)

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LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... Elgon Williams

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	3	New Councillor - has inputted/come.			
Legal Basis for Delivery of Services	3				
Understanding the planning system	2		2027		
Conduct	3				
Equality and Diversity	3				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	3				

Using ICT and social media	3				
Working with Clerk/Other Employees	4				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	3				
Sustainable Development	3				
Local Leadership	3				
Chairing Skills	3				
Civic Leadership	3				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (EMERGENCY)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... Nina Evans

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	4				
Understanding the planning system	2		2027		
Conduct	4				
Equality and Diversity	3				
Financial Governance and Accountability	4				
Attendance/Preparation for Meetings and Events	4				
Information Management	3				

Using ICT and social media	W				
Working with Clerk/Other Employees	f				
Health and Safety	W				
Continuing professional and personal development	W				
Financial Capability	f				
Sustainable Development	W				
Local Leadership	f				
Chairing Skills	f				
Civic Leadership	f				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....*Lori Rees*.....

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	<i>4</i>				
Legal Basis for Delivery of Services	<i>3</i>				
Understanding the planning system	<i>2</i>		<i>2027</i>		
Conduct	<i>4</i>				
Equality and Diversity	<i>3</i>				
Financial Governance and Accountability	<i>3</i>				
Attendance/Preparation for Meetings and Events	<i>4</i>				
Information Management	<i>3</i>				

Using ICT and social media	3				
Working with Clerk/Other Employees	4				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	3				
Sustainable Development	3				
Local Leadership	3				
Chairing Skills	4				
Civic Leadership	3				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

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LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... Denise Lewis

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor	4				
Legal Basis for Delivery of Services	3				
Understanding the planning system	3				
Conduct	4				
Equality and Diversity	3				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	3				

Using ICT and social media	3				
Working with Clerk/Other Employees	4				
Health and Safety	3				
Continuing professional and personal development	3				
Financial Capability	3				
Sustainable Development	3				
Local Leadership	3				
Chairing Skills	4				
Civic Leadership	3				

A separate form should be completed for each councillor

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

LEARNING AND DEVELOPMENT DIARY TEMPLATE (Employee)

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee Liza Lee

Describe Relevant Competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competencies relevant to the role)	Priority (Put in Year)	Courses to attend	Date Course Attended
Findy Source	3	How several grants elsewhere are used up to date	2025	Making effective grant applications	
Finance Governance	4	Established Finance work, a plan when needed - Local Government Finance update	2023	Understanding Local Government Finance - Advanced	

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

