Cyngor Cymuned
Trefriw
Community Council

LEARNING AND DEVELOPMENT POLICY

This policy was re-adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Trefriw Community Council (TCC) recognises the importance of ensuring all its employees and Councillors undertake ongoing learning and development in order to be fully effective in their roles. We are committed to promoting continual development and to ensure fair and equal access to learning opportunities.

TCC commits to encouraging and supporting employees and Councillors to participate in both formal and informal learning relevant to their roles, whether provided online or face to face by One Voice Wales, national or local government tiers, professional bodies or local providers and colleagues.

1. TCC's responsibilities

TCC is responsible for ensuring all Councillors and employees have the skills and knowledge to be effective in their role. We will ensure access to relevant training and learning in support of our annual action plan and our training plan prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act.

2. Mandatory learning

All employees and Councillors are expected to complete all mandatory One Voice Wales learning modules within one month of their appointment and confirm this to the Clerk and Chair. If additional time is required (e.g., because of illness) this must be agreed with the Chair.

3. Time to access learning and events which promote learning

All employees will be allowed reasonable time during their normal working hours to undertake relevant learning and related administration, and attend agreed events promoting learning, such as 'learning at work day 'events, conferences, networking opportunities, shadowing colleagues and trade union events etc. Where learning /attendance cannot be completed within normal working hours, overtime should be agreed with the TCC Staffing Committee. This will be paid at the plain time rate.

Councillors will be allowed reasonable time off from their duties to undertaken relevant learning and administration, and to attend events which promote learning.

4. Learning priorities and plans

Employees' learning priorities and longer-term development goals will be agreed at their annual appraisal review and appropriate plans agreed to fulfil them.

However, this does not mean interim needs cannot be identified and planned for in-year. As a responsible employer TCC wants to ensure all staff have the skills and knowledge they need to be effective in their role and we welcome ongoing discussions with employees about their learning. This is especially important for employees new to role or where performance has dipped below the expected standard. See also the Performance Management policy.

TCC will allocate appropriate resources (venues, access to computers, internet, etc) and funding to support learning and development goals.