

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor.....*Anna Sillescu*.....

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	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 DIARY TEMPLATE (EMERGENCY)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor... *Andrew Laidlaw*

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	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	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 DIVISION

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....*Alyson Higgins*.....

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	3				
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	3					
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 DEPARTMENT

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor... *Anna 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	3				
Legal Basis for Delivery of Services	3				
Understanding the planning system	2		2021		
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	3				
Health and Safety	2	2027			
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 DIARY TEMPLATE (EMULATED)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor *Daniela Thomas*

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				
Legal Basis for Delivery of Services	3				
Understanding the planning system	2				
Conduct	4				
Equality and Diversity	3				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	3				
Information Management	3				

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

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor: *Mr. A. Davies*

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				
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	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	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

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor...John Phillips.....

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				
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	4					
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

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APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor... *Simon Howell*...

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	4				
Financial Governance and Accountability	3				
Attendance/Preparation for Meetings and Events	4				
Information Management	4				

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

EARNING AND DEVELOPMENT DIAMETERATE / Evaluation

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor) Name of Councillor.....*David Davies*.....

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				
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	4				

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 (Continued)

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor.....*Andrew 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	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	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 DEPARTMENT

APPENDIX FOUR

PROGRAMMING AND ESTIMATED COST OF TRAINING

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LEARNING AND DEVELOPMENT PLAN TEMPLATE (Employee)

Name of Employee.....

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
<i>Understanding Law</i>	<i>3</i>	<i>Has experience but could improve</i>	<i>2027</i>	<i>Understanding the Law</i>	
<i>Marketing Management</i>	<i>3</i>	<i>Spoken new regulation</i>	<i>2028</i>	<i>Marketing Management</i>	

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