ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	13 MARCH 2019
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HUMAN RESOURCES DEVELOPMENT MANAGER
CONTACT OFFICER :	MIRIAM WILLIAMS (extension 2512)
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

BACKGROUND

The purpose of this report is to provide the Standards Committee with an update on the progress of the development opportunities offered to Elected Members since the report submitted on the 12th September 2018.

MEMBER TRAINING AND DEVELOPMENT PLAN

Between 12th September 2018 and up to the end of this Financial Year, a number of additional formal development sessions have/are being offered to Elected Members, see Appendix 1. The plan covers a range of topic areas, some of which are noted as mandatory e.g. Equalities.

E-LEARNING

E-Learning continues to be promoted as a method of blended development for Elected Members. Details of the modules undertaken by Elected Members for this financial year are noted in Appendix 2.

During 2019/20 it is intended to develop the site further to ensure ease of access and encourage increased usage.

ICT SKILLS

The Human Resource team has previously circulated a questionnaire to all Elected Members in order to establish individual training needs so that tailored training can be provided to meet these needs. Feedback from the questionnaires (returned to date) have been collated in Appendix 3.

Training will be arranged to address these needs (1-1 or group sessions) in due course.

SOCIAL MEDIA TRAINING

A training session relating to the above was arranged for the latter part of 2018 with a focus not only on highlighting the work of the Elected Members in the community but also highlighting the need of staying safe online.

Of the Elected Members who have responded to the questionnaire see Appendix 3, a number have noted that they wished to have further sessions in order to create Twitter/Facebook pages.

This need will be addressed in the first quarter of the next financial year.

EVALUATION OF TRAINING

The evaluation form relating to training was amended as a result of feedback from Members of the Democratic Services Committee. The opportunity has also been taken to highlight the need for Elected Members to record their training online immediately following any training attended. See Appendix 4.

PERSONAL DEVELOPMENT REVIEWS (PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's has been overseen by Group Leaders with a deadline for their completion by 28/2/2019.

Progress is being monitored by the Head of Democratic Services via the Group Leaders Meetings.

DEVELOPMENT PLAN 2019/20

Work is currently under way to collate development needs which will inform the Development Programme for the forthcoming year. This will take into account and reflect

the needs identified through the PDR's in addition to guidance from the Senior Leadership Team and Group Leaders.

This plan will be submitted for the consideration of the Democratic Services Committee and subsequently the Full Council.

In addition, the Member Development Strategy has been updated and this will be submitted to the Democratic Services Committee later this month.

RECOMMENDATION

The Committee is requested to note the progress made in terms of the Member Development.

Miriam Williams

HR Development Manager

March 2019

HYFFORDDIANT WEDI EI GYNNIG/TRAINING OFFERED

13 + 14/09/2018	**Sesiynau Datblygu Scriwtini Aelodau / Member Development Scrutiny Sessions**	**Sgiliau Cadeirio Cyffredinol / Generic Chairing Skills for Scrutiny** Gwahodd / Invite: 6 Mynychu / Attended: 6 Heb Fynychu / Non-Attended: 0 Ymddiheuriadau / Apologies: 0 **Sesynau Mentora 1:1 / 1:1 Mentoring Sessions** Gwahodd / Invite: 6 Mynychu / Attended: 6 Heb Fynychu / Non-Attended: 0 Ymddiheuriadau / Apologies: 0 **Sesiwn Datblygu ar gyfer Aelodau Sgriwtini / Development Session for Scrutiny Members** Gwahodd / Invite: 18 Mynychu / Attended: 13 Heb Fynychu / Non-Attended: 3 Ymddiheuriadau / Apologies: 2

HYFFORDDIANT WEDI EI GYNNIG/TRAINING OFFERED

		Hwyluso cyfarfodydd ar y cyd / Facilitating joint meetings Gwahodd / Invite: 13 Mynychu / Attended: 9 Heb Fynychu / Non-Attended: 3 Ymddiheuriadau / Apologies: 2 **Hwyluso / Facilitate** Gwahodd / Invite: 30 Mynychu / Attended: 19 Heb Fynychu / Non-Attended: 5 Ymddiheuriadau / Apologies: 6

HYFFORDDIANT WEDI EI GYNNIG/TRAINING OFFERED

		Cadeirio Cyfarfodydd Cyngor: Llawn a Phwyllgor Cynllunio / Chairing Meetings: Full Council and Planning Committee Gwahodd / Invite: 4 Mynychu / Attended: 3 Heb Fynychu / Non-Attended: 1 Ymddiheuriadau / Apologies: 0
14/11/2018	**Arwain yn Diogel (IOSH) – Sessiwn 'Mop Up' / Safe Leadership (IOSH) – 'Mop Up' Session**	Gwahodd / Invite: 15 Mynychu / Attended: 7 Heb Fynychu / Non-Attended: 6 Ymddiheuriadau / Apologies: 2
06/12/2018	**Hyfforddiant Cyfryngau Cymdeithasol / Social Media Training**	Gwahodd / Invite: 30 Mynychu / Attended: 7 Heb Fynychu / Non-Attended: 8 Ymddiheuriadau / Apologies: 15
15/02/2019	**Sessiwn gwybodaeth ynglyn ag Cyn-droseddwyr / Information session in regard to ex-offenders**	Gwahodd / Invite: 30 Mynychu / Attended: 9 Heb Fynychu / Non-Attended: 13 Ymddiheuriadau / Apologies: 8
25/02/2019	**GDPR**	Gwahodd / Invite: 30 Mynychu / Attended: 17 Heb Fynychu / Non-Attended: 11 Ymddiheuriadau / Apologies: 2
Mawrth / March 2019	**Hyfforddiant Cydraddoldeb / Equalities Training**	Gwahodd / Invite: 30

Atodiad/Appendix 1   **HYFFORDDIANT WEDI EI GYNNIG/TRAINING OFFERED**

MYNEDIAD I FODIWLAU E-DDYSGU/E-LEARNING MODULES ACCESSED

Categori/Category	Modiwl E-Ddysgu/E-Learning Module
Rheoli/Management	Deallusrwydd Emosiynol / Emotional Intelligence
	LLywodraethu Gwybodaeth yn Gyffredinol / General Information Governance
Llesiant / Well-Being	Trais yn erbyn menywod, cam-drin domestig a thrais rhywiol / Violence Against Women, Domestic Abuse and Sexual Violence
	Diogelu – Ymwybyddiaeth Sylfaenol / Basic Safeguarding Awareness
	Caethwasiaeth Fodern / Modern Slavery
Iechyd a Diogelwch / Health and Safety	Defnyddio Offer Sgriniau Arddangos (OSA) yn Ddiogel / The Safe Use of Display Screen Equipment (DSE)
	Rheoli Iechyd a Diogelwch / Managing Health and Safety
Datblygiad Aelodau / Member Development	Moesau a Safonau / Ethics and Standards
	Y Cynghorydd Ward Effeithiol / The Effective Ward Councillor
	Sgiliau Siarad Cyhoeddus / Public Speaking Skills
	Cadeirio Cyfarfodydd/ Chairing Meetings
	Rhianta Corfforaethol/ Corporate Parenting
	Penderfyniadau I Genedlaethau'r Dyfodol /

MYNEDIAD I FODIWLAU E-DDYSGU/E-LEARNING MODULES ACCESSED

	Decisions for Future Generations
	Cyflwyniad i Graffu / Introduction to Scrutiny

<u>Members IT Questionnaire Report</u>

In order to understand the exact requirements, the HR Development team issued a questionnaire to all Elected Members. Below is a summary of the feedback gained from the questionnaires to date.

In total 10 questionnaires have been returned to date, the data provided below is therefore in relation to the returned questionnaires and not a generalisation of the IT requirements for all 30 Elected Members. Different aspects of IT usage have been covered by the questionnaire, which include a section on each of the following categories; iPads, Social Media, Microsoft Windows and Office, Outlook and the E-Learning portal. The categories contained a list of skills or technology aspects that were deemed to be essential skills/knowledge areas in order to fully utilise the iPads and support Elected Members in both their roles within the community as well as corporately. The intention was that the HR Development team could plan to provide individuals with the skills that would meet both their current and future requirements.

As presented in *Figure 1 relating to* the iPad Apps section and what is firstly evident is the varied responses collected; confirming assumptions that individual one-to-one training or smaller group training may be necessary in order to address these needs efficiently. The main concerns raised include training on *Docs@Work/MonITor* and *Docs@Work/Document Annotation*. It must also be noted that half of the respondents requested further training on *'Keynote' / Microsoft Presentation, 'Numbers'/ Microsoft Excel, 'Pages'/Microsoft Word and Settings.*
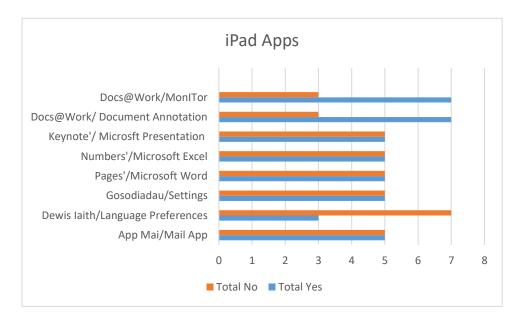

Figure 1: iPad Apps

In addition to IT skills, the opportunity was taken to follow up on the training previously arranged with regards to Social Media. This category focused on training areas such as: *Creating Facebook / Twitter or Instagram Pages*, Privacy *Settings, Navigating Facebook / Twitter or Instagram and Posting Statements / Tweets or*

Posts on social media. The results of the questionnaire show that over half of the respondents feel that further training is required with Privacy Settings rather than any of the other areas it is noted that the questionnaire does not detail whether the individual wants to use Social Media. Therefore, in order to develop the needs of those who voted yes in this category, perhaps one-to-one sessions would be more relevant to target those Elected Members who do wish to use these platforms. Please see *Figure 2* for results.
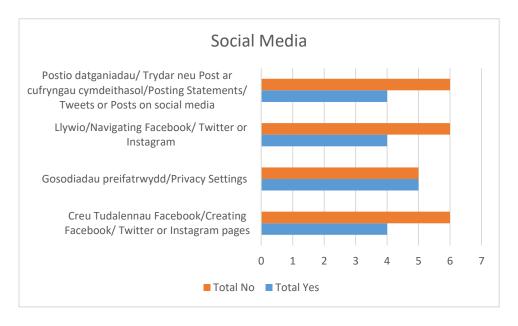

Figure 2: Social Media

Under the Microsoft Windows and Office category, as noted in *Figure 3,* the most popular requirement is *Accessing Corporate Applications via Cwmwl Môn Citrix Portal; although* there are some requests for *Excel PowerPoint, Word and Windows*
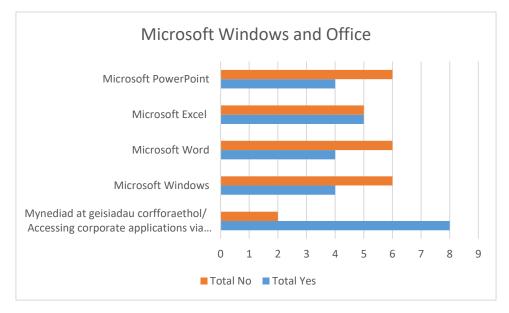

Figure 3: Microsoft Windows and Office

With respect to Outlook category; the main area of training needs related to *Creating Tasks and Reminders*, with only four individuals highlighting the need for further development in the other areas. Please see *Figure 4* for results.
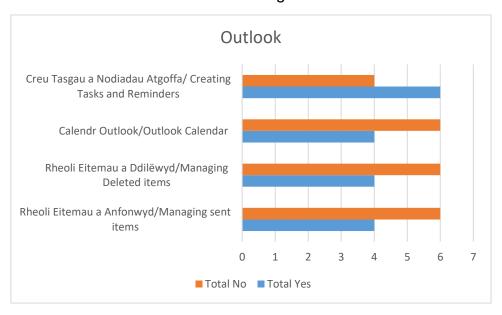

Figure 4: Outlook

In terms of E-Learning platform requirements, it is evident from *Figure 5* that the majority of respondents require further development in almost all aspects of the E-Learning Portal. Although not all of the E-Learning modules are currently available on iPad; with the introduction of the new E-Learning portal later in 2019 it is anticipated that this will be addressed. Training on the E-Learning portal would be delivered by a member of the HR team once the Learning Pool platform has been fully embedded into the Authority.
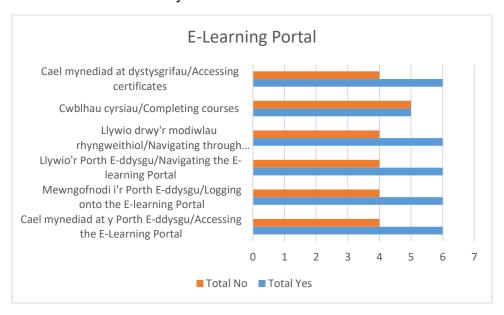

Figure 5: E-Learning Portal

Conclusion

It is evident from the ten responses gathered to date, the IT needs of the Elected Members varies.

Steps are being taken to follow up outstanding questionnaires to ensure that a full picture of the ICT requirements is captured before arranging a training programme.

**CYNGOR SIR
YNYS MON
ISLE OF ANGLESEY
COUNTY COUNCIL**

Datblygu Aelodau / Member Development

Teitl y Cwrs / Course Title	
Dyddiad / Date	
Enw / Name	

1. Asesu / Assessment					
	Annerbyniol / Unacceptable	Gwael / Poor	Boddhaol/ Satisfactory	Da / Good	Ardderchog / Excellent
Yr Hyfforddwr / Trainer	☐	☐	☐	☐	☐
Y Cynnwys / The Content	☐	☐	☐	☐	☐
Trefniadau cyn y Cwrs / Pre Course arrangements	☐	☐	☐	☐	☐
Asesiad Cyffredinol / General Assessment	☐	☐	☐	☐	☐

2. **Syt fyddech chi'n graddio perthnasedd cynnwys y cwrs i'ch rôl chi?
How would you rate the relevance of the course content to your own role?**

Annerbyniol / Unacceptable	Gwael / Poor	Boddhaol / Satisfactory	Da / Good	Ardderchog / Excellent
☐	☐	☐	☐	☐

3. **Beth ydych wedi'i ennill a fydd o gymorth i chwi fel Aelod wrth drafod materion o fewn a thu hwnt i'r plwy? (e.e. materion polisi y Cyngor a.y.y.b.)**
   What have you gained that will help you as a member in relation to matters within and beyond your ward? (e.g Council Policy Matters etc.)

4. **Unrhyw sylwadau eraill**
   Any other comments

Cofiwch nodi'r hyfforddiant hwn ar eich Cofnod Hyfforddiant ar-lein. /

Please remember to note this training on your online Training Record.

Diolch ichi am gwblhau

Thank you for completing