

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	11 <sup>th</sup> MARCH 2020
<b>TITLE OF REPORT :</b>	MEMBER DEVELOPMENT
<b>REPORT BY :</b>	TRAINEE HR DEVELOPMENT OFFICER/ HR DEVELOPMENT MANAGER/
<b>CONTACT OFFICER :</b>	CHERIE DUFFY/MIRIAM WILLIAMS
<b>PURPOSE OF REPORT :</b>	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

## **1. 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 17<sup>th</sup> September 2019. The Report also addresses the queries raised in previous meetings regarding the learning and development of Elected Members.

## **2. MEMBER TRAINING AND DEVELOPMENT PLAN**

The HR Development team work in close partnership with the Head of Democratic services to ensure that Elected Members receive the learning and development support they require to fulfil their roles effectively. Annually the HR Development team collate training needs from Elected Members when their Personal Development Reviews are undertaken, as well as consulting with Senior Management Team and Heads of Service in order to identify and plan relevant development opportunities.

The Member Training and Development Plan (appendix1) notes all the training and development opportunities offered to Elected Members via the HR Development team during 2019/2020. The plan is an evolving document that is reviewed and adapted regularly with updates circulated on a quarterly basis to both the Standards Committee and Democratic Services Committee. The plan is also circulated to other key personnel, in order to ensure that specific development courses are also made available to additional audiences; including the Scrutiny Committee, Standards Committee and as appropriate to each co-opted member.

The quarterly update flyer is circulated directly to each Elected Members and is displayed in the Member Lounge, providing information on the upcoming training events. Please see Appendix 2 for a draft example.

In addition to the courses run by the HR development team, the Elected Members are also provided with briefing sessions on the first Thursday of each month. Please see Appendix 3 for details.

### **3. COURSE EVALUATION**

Following each event, a paper based course evaluation form is distributed to the Elected Members in order to confirm relevance/appropriateness of the content and also to identify any additional individual training needs they may have. Electronic versions of this form is also available.

### **4. RECORDING ATTENDANCE**

The HR Development Team capture data regarding courses which are offered/those attended and declined by each Elected Member, within their HR systems. In addition to this, Elected Members are reminded during each event of the need to ensure they take personal responsibility to record details of the training on their electronic training record which in turn enables them to include in their Annual Reports. Once these details are complete they appear on the Council website under each named Elected Member.

### **5. E-LEARNING**

E-Learning is actively promoted as a method of blended learning and is accessible to all staff, Elected Members/Audit/Lay/Standards Committee members etc.

### **6. ICT SKILLS**

The HR Development team work closely with the ICT team to ensure digital support is available to all Elected Members. As part of this partnership working, an ICT handbook has been produced and distributed to both Elected Members.

Ongoing support is available from the HR Development team and the ICT team in the format of 'drop in' sessions.

**CHERIE DUFFY - HR DEVELOPMENT TRAINEE &  
MIRIAM WILLIAMS – HR DEVELOPMENT MANAGER**

**MARCH 2020**

Appendix 1

<b>ELECTED MEMBER DEVELOPMENT PROGRAMME 2019/20</b>			
<b>(Where possible, training will be arranged Thursdays/Fridays avoiding the first Thursday afternoon each month to avoid clashes with because of Member briefing sessions. Where possible dates/times have been noted)</b>			
<b>What</b>	<b>Audience</b>	<b>Provider</b>	<b>When</b>
Treasury Management	Audit Committee	Richard Basson	<b>November 2019</b>
Safeguarding Issues 'Mop up'	All Elected Members <b>(M)</b>	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	<b>14 November 2019</b>
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	<b>Presentation by Dafydd Bulman and Rachel Williams. Date: TBC</b>
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members	Workshop - Senior officers and experienced members. E-Learning	<b>Date: TBC</b>
General Data Protection Regulation (GDPR)	All Elected Members <b>(M)</b>	E-Learning/Workshop	<b>25<sup>th</sup> February 2019 16<sup>th</sup> October 2019 (Mop Up)</b>

Appendix 1

Introduction to Equalities	All Elected Members(M)	E-learning/Workshop	<b>28<sup>th</sup> March 2019</b> <b>'Mop up' 2019/2020</b>
Community Leadership and Casework	All Elected Members	E- learning	<b>Ongoing</b>
National Approach to Statutory Advocacy - Free Implementation training	All Elected Members	Natalie Brimble TrosGynnal Plant North Wales Advocacy	<b>5<sup>th</sup> March 2020</b>
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	<b>September - November</b>
Licencing - Update	Members of the Planning and Licensing Committee	Internal Officers	<b>Date: 02/04/2020</b>
Personal Safety and online abuse	All Elected Members	Steve Nicol	<b>Date: TBC</b>
Planning <ul style="list-style-type: none"> <li>• Flood Matters</li> <li>• Elected Members role in the planning process</li> </ul>	All Elected Members	Internal Officers	<b>16 October 2019</b>

Appendix 1

Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	<b>26<sup>th</sup> September 2019</b>
Council Constitution	All Elected Members		<b>Date: TBC</b>
Community Leadership and identifying grants	All Elected Members		<b>Date: TBC</b>
Chairing Meetings	All Elected Members	Available on the Learning@Wales platform	<b>Ongoing</b>
Domestic Abuse	All Elected Members		<b>Date: TBC March / April 2020</b>

**ICT SKILLS**

<b>Use of iPads</b>	All Elected Members	Internal	<b>Ongoing</b>
<b>General ICT Skills</b>	All Elected Members – as required	Internal	<b>Ongoing</b>

04/03/2020

**E-LEARNING MODULES**

**Elected Members have flexible access to E-Learning. See below details of current subject areas available. Additional modules will be developed and introduced in due course. The courses noted with (i) below can now be accessed via iPad.**

<b>Member Development</b>	<b>Welsh Language</b>	<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>- Ethics and Standards (i)</li> <li>- The Effective Ward Councillor (i)</li> <li>- Public Speaking Skills (i)</li> <li>- Chairing Meetings (i)</li> <li>- Corporate Parenting (i)</li> <li>- Decisions for Future Generations (i)</li> <li>- Introduction to Scrutiny (i)</li> </ul>	<ul style="list-style-type: none"> <li>- Work Welsh Welcome (i)</li> <li>- Work Welsh Welcome Back (i)</li> </ul>	<ul style="list-style-type: none"> <li>- The safe use of Display Screen Equipment (i)</li> <li>- Managing Health and Safety (i)</li> <li>- Food Hygiene (i)</li> </ul>
<b>Well-being</b>	<b>Customer Care and Professional Skills</b>	<b>Information Technology</b>
<ul style="list-style-type: none"> <li>- Violence Against Women, Domestic Abuse and Sexual Violence <b>(M)</b></li> <li>- Introduction to Equality and Diversity (i)</li> <li>- Health Information (i)</li> <li>- Stress Information (i)</li> <li>- Personal Resilience (i)</li> <li>- Prevent (i) <b>(M)</b></li> <li>- Well-being of Future Generations (Wales) Act 2015 (i)</li> </ul>	<ul style="list-style-type: none"> <li>- General Data Protection Regulations (GDPR) (i) <b>(M)</b></li> <li>- Effective Writing (i)</li> <li>- Managing Yourself and Your Time (i)</li> <li>- Effective Minute Writing (i)</li> <li>- Giving and Receiving Feedback (i)</li> <li>- Meeting Skills (i)</li> <li>- Presentation Skills (i)</li> <li>- Emotional Intelligence (i)</li> <li>- Self Development (i)</li> </ul>	<ul style="list-style-type: none"> <li>- Cyber Awareness <b>(M)</b></li> </ul>

Appendix 1

<ul style="list-style-type: none"><li>- Pre-Retirement Planning (i)</li><li>- Basic Safeguarding Awareness (i)</li><li>- Modern Slavery (i) <b>(M)</b></li></ul>	<ul style="list-style-type: none"><li>- General Information Governance (i)</li></ul>	
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**(M) = Mandatory**

**The programme is an evolving plan which will be amended to include any additional identified training. In addition, a separate Scrutiny Development programme plus briefing sessions on key issues are offered to Elected Members.**

**Elected Members are actively encouraged to complete evaluation forms for any training they attend in order to identify any additional training needs. They are also encouraged to record their attendance separately online.**



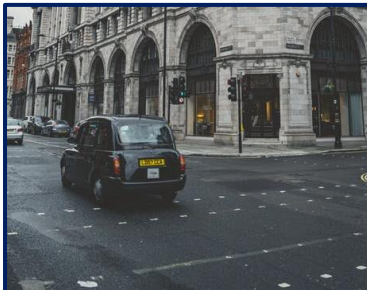
## Elected Member Training Programme

Listed below are the Training and Development Opportunities that are to be held between December 2019 and March 2020

### National Approach to Statutory Advocacy

The aim of this session is to understand the role of an advocate and the different types of advocacy. This course will provide more information on the history of the National Approach and the arching principles.

**05 March 2020**



### Licensing Training

This training session gives an overview of the Licensing Act 2003 and focuses on relevant licensing matters such as licencing application, licencing sub-committee hearings and licence reviews.

**06 February 2020**

### E-Learning Portal

Please note that the following E-Learning modules are mandatory for all staff and Elected Members to complete. Please click on icon below to access the desired module:

