

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>NAME OF COMMITTEE:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>2 JULY 2013</b>
<b>TITLE:</b>	<b>MEMBER DEVELOPMENT PLAN 2013/14</b>
<b>AUTHOR:</b>	<b>INTERIM HEAD OF DEMOCRATIC SERVICES</b>
<b>PORTFOLIO HOLDER:</b>	<b>COUNCILLOR VAUGHAN HUGHES</b>

## **1.0 Background**

- 1.1 The Committee's remit includes responsibility for the Member Training and Development Programme and the context and detail of the Member Development Plan for the current financial was reported to the Council on 23<sup>rd</sup> May 2013. Members endorsed the report and adopted the Training Plan [copy attached].
- 1.2 The Plan has been structural in various phases and we are now into the delivery of phase 2 of the programme. With phase 1 of the programme focussing on compliance aspects in the main feedback from the training and induction sessions held to date has been positive.
- 2.0 It would be helpful to receive feedback from the Committee on the training programme organised to date.

## **3.0 Member Champion**

- 3.1 In line with past practice it is appropriate for the Committee to nominate one of its members to act as Member Development Champion and to represent the needs of all Members for development. It is recommended that the Chair of this Committee assumes this role and follows past practice.

## **4.0 Personal Development Reviews**

- 4.1 To demonstrate that the Authority's commitment to Member Development, Personal Development Reviews were introduced in the organisation during 2012 for all elected members. This enabled members to provide feedback on their own development/experiences in specific roles and informed work on updating training development plans.

4.2 It is intended to focus on this aspect in the autumn with the support of the WLGA as part of the training and development programme.

**5.0 Recommendations**

6.1 The Committee is requested to:

- a) Confirm that the Chairman of the Committee be nominated Member Development Champion;
- b) Comment on the training programme for 2013/14 and to note that this will be a standard item on the Committee agenda;
- c) To note the focus on personal development reviews for members as part of the programme.

**Huw Jones**  
**Interim Head of Democratic Services**  
**07/06/13**

## Induction and Development of Members post May 2013

<b>PHASE 1 Timescale</b>	<b>Link with WLGA Member Charter</b>	<b>Subject</b>	<b>For whom?</b>
<b>MAY 2013</b>	<b>09.05.2013</b>  Expectations placed upon and roles of all elected members	<ul style="list-style-type: none"> <li>• Welcome to the Council and initial overview of the key work programme by Chief Executive and Senior Management Team</li>   <li>• Meet and Greet Heads of Service/Departmental representatives</li> </ul>	All Elected Members
	<b>8-10/5/2013</b> Modernising Working Practises	<ul style="list-style-type: none"> <li>• General Ipad training</li> <li>• Modern Gov. 15/05/2013training</li> <li>• Tour of building</li> </ul>	All Elected Members
	<b>15.05.2013</b> Expectations placed upon and roles of all elected members	Ethical Framework – An Introduction to Conduct Rules and Standards	All Elected Members

	<b>20.05.2013</b> Expectations placed upon and roles of all elected members	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Welsh Language Scheme</li> <li>• Dealing with the Press/Media Protocols</li> </ul>	All Elected Members  Internal
	<b>29.05.2013</b> Expectations placed upon and roles of all elected members	Modern Gov. – Online Declaration of Interests	All Elected Members  Internal

**PHASE 2**

<b>JUNE 2013</b>	<b>Date to be Confirmed</b> Role Specific	Appointments Panel	Elected Members on Appointments Panel  Internal
	<b>03.06.2013</b> Role Specific	Planning Committee training	Members of Planning Committee  Internal
	<b>04.06.2013</b> Role Specific	Development Needs Assessment	Executive Committee  WLGA
	<b>06.06.2013</b> Expectations placed upon and roles of all elected members	Overview of Scrutiny Function	All Elected Members  Internal
	<b>07.06.2013</b> Role Specific	Development Session for the Executive Committee	Executive Committee  WLGA
	<b>11.06.2013</b> Role Specific – All Committee Chairs/Vice Chairs	Chairing skills Session/s	Scrutiny Committee Chairs/Vice Chairs  Internal
	<b>13.06.2013</b> Role Specific – All Committee Chairs/Vice Chairs	Scrutiny Questioning skills	All Scrutiny Members  Internal

	<b>24.06.2013</b> Expectations placed upon and roles of all elected members	Corporate Plan/Transformation Plan and Budget Planning	All Elected Members Internal
	<b>26.06.2013</b> Expectations placed upon and roles of all elected members	Generic Chairing Skills Workshop	All Elected Members WLGA/Internal
	<b>27.06.2013</b> Expectations placed upon and roles of all elected members	Rising to the Scrutiny Challenge	All Elected Members WLGA
<b>JULY 2013</b>	<b>02.07.2013</b> Expectations placed upon and roles of all elected members	Scrutinising Performance Data	All Scrutiny Members Internal
	<b>03.07.2013/05.07.2013/16.07.2013</b> Expectations placed upon and roles of all elected members	Corporate Responsibilities e.g. Corporate Parenting/Protection of Vulnerable Adults and Children	All Elected Members Internal
	<b>08.07.2013</b> More detail about how the council works	Audit Functions Statement of Accounts/Treasury Management	All Elected Members Audit Committee WAO/Internal
	<b>12.07.2013</b> More detail about how the council works	Undertaking an in-depth Review (Scrutiny Outcome Panel)	All Scrutiny Members Internal

<b>AUGUST 2013</b>	<b>RECESS PERIOD</b>	<b>NO PLANNED TRAINING</b>	
<b>SEPTEMBER 2013</b>	<b>Date to be Confirmed</b>  More detail about how the council works	Health and Safety	All Elected Members  External & Internal
	<b>05.09.2013</b> Expectations placed upon and roles of all elected members	Social Media	All Elected Members  WLGA
	<b>11.09.2013</b> Expectations placed upon and roles of all elected members	Equalities	All Elected Members  WLGA
	<b>Date to be confirmed</b> Expectations placed upon and roles of all elected members	Statement of Accounts	Audit Committee  Internal
<b>OCTOBER 2013</b>	<b>09.10.2013</b> Knowledge and skills about particular roles & activities	Personal Development Review Training	All Elected Members  WLGA
	<b>14.10.2013</b> Expectations placed upon and roles of all elected members	Scrutinising the Budget	All Elected Members  Internal

	<b>Date to be confirmed</b> Expectations placed upon and roles of all elected members	Risk Management	Audit and Scrutiny Committees  Internal
<b>NOVEMBER 2013</b>	<b>Date to be confirmed</b> Expectations placed upon and roles of all elected members	Budget Setting	All Elected Members  Internal
<b>DECEMBER 2013</b>	<b>Date to be confirmed</b> Expectations placed upon and roles of all elected members	Effectiveness of the Audit Committee and Counter Fraud Arrangements	Audit Committees  Internal



**Additional & Ongoing Development to be arranged:**

Prior to first licensing committee meetings)	Role Specific – Licensing (held before first meetings)	Licensing Committee Training	Licensing Committee Members
Prior to Summer Recess	Knowledge and skills about particular roles & activities	Generic Overview Briefing Sessions on key service issues via classroom/DVD presentations etc.	All Elected Members
Ongoing and as required	Knowledge and skills about particular roles & activities	Chairing Skills	All Elected Members
As Identified from individual Personal Development Reviews/individual ad-hoc requests	General Personal Skills	ICT skills e.g IPad/Outlook Explorer etc.	As and when identified/requested
		Welsh Language Skills (Oral/Written)	
		E-Learning packages	
Ongoing	Role Specific	Planning Updates	All Elected Members on Planning Committee
As and when identified	Collaborative/Regional Events	As and when notifications received	All Elected Members
Date to be confirmed	Knowledge and skills about particular roles & activities	Final Accounts	All Elected Members

**N.B. The intention is that the plan is amended appropriately as priorities change and will be reviewed on a regular basis to ensure that it meets the needs of the organisation.**