

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	DEMOCRATIC SERVICES COMMITTEE
<b>DATE:</b>	2 <sup>nd</sup> DECEMBER 2014
<b>TITLE OF REPORT :</b>	MEMBER DEVELOPMENT
<b>REPORT BY :</b>	HUMAN RESOURCES DEVELOPMENT MANAGER
<b>CONTACT OFFICER :</b>	MIRIAM WILLIAMS (extension 2512)
<b>PURPOSE OF REPORT :</b>	TO PROVIDE AN UPDATE ON THE PROGRESS OF MEMBER DEVELOPMENT

## **1 BACKGROUND**

The purpose of this report is to provide the Democratic Services Committee with an update on the progress of the development opportunities offered to Elected Members during this financial year.

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

The Development plan for 2014/2015 was presented to the Full Council and adopted in April 2014. The plan is an evolving document and is amended to reflect the needs of Elected Members and the changing demands on the business.

The number of formal development sessions offered in comparison to 2013/2014, is reduced, however the number of briefing sessions carried out by Services have increased e.g. Horizon project/Transformation projects.

The first quarter of this year predominantly focused on the introduction of Webcasting procedures and a number of sessions were arranged to ensure that Elected Members and Officers were sufficiently at ease with the process in preparation for the “live” broadcasts.

In June the Interim Democratic Services Manager invited Elected Members to attend workshops and the opportunity was given to discuss additional development needs. As a result, additional ad hoc “drop in” sessions in the use of iPads, were offered and subsequently arranged by HR staff to address these needs.

The formal training sessions (arranged by the HR unit) and briefing sessions (as far as is practicable) have been captured in the revised plan attached (appendix 1), and where identified training has been delivered, this has been noted on the development plan. Some sessions are yet to be arranged and will need to be prioritised accordingly and may need to be carried forward to the next financial year.

The training has been delivered by both officers and external providers (via WLGA) and costs have been limited in the main to refreshments/hire of rooms/translation services.

Evaluation sheets and feedback continue to be reviewed as this assists in establishing whether the training meets the needs of the Members/identifies whether additional training is required, and also serves as a quality assurance exercise. In addition, details of training offered/attended, is recorded on Members' personal records.

### **3 PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS**

The feedback received by the HR Development Manager from the reviews carried out late 2013 early 2014, were not as wide ranging as expected and in general requests were for "more of the same". Any generic development needs have been captured and the annual plan revised accordingly.

Corporate arrangements have recently been amended in terms of the timeframe for undertaking staff annual appraisals. These are now being moved to January/February. In order to align with corporate arrangements/budget allocations it may be appropriate to consider carrying out PDR reviews for Elected Members within the same timeframe.

### **4 WLGA SUPPORT**

The Minister for Local Government recently announced that the WLGA's Improvement Grant will be discontinued from March 2015. This will mean a cut £1.62m from the WLGA's finances.

This will have direct implications across many areas not least member support and development and the closure of national training programmes such as the Leadership Academy and the Charter for Member Development and Support.

Over the years, the Authority has been able to take significant advantage of the resources available to us by the WLGA and have regularly been provided with training support to our Elected Members, assisting in delivering the training needs identified in the annual development plan and ultimately assisting in ensuring that the Authority achieved the Charter status.

## **5 IN SUMMARY**

The development plan will continue to be updated to reflect the opportunities offered to Elected Members and the HR Development Manager will continue to encourage services to inform the HR Unit of any ad-hoc briefing sessions arranged so that these can also be captured on the plan. Ultimately, capturing such records will assist Elected Members when completing their annual reports.

In addition to the internal budget reductions, the reduction in the financial support from the WLGA from April 2015 onwards means that there will be a greater need to have a clear and focused strategy to support Elected Members in their roles, continuing to ensure that the provision of appropriate development is monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality.

There will also be a greater need to consider increased partnership working across the region/delivery by in-house specialists/e-learning etc. and these will need to be factored into the plan for 2015/2016.

Ultimately a budget for training will need to be sourced and managed appropriately to ensure effective use of training resources.

## **6 RECOMMENDATIONS**

- Consider amending window for undertaking PDR reviews to January/February;
- Consider continued mid-year workshops in order to identify/address further development needs;
- Consider every opportunity for training collaboration with other Authorities in order to manage outgoings;
- The Committee may wish to make representation to Welsh Government in response to the recent announcement on the ending of the WLGA improvement grant.

**Miriam Williams**

**HR Development Manager**  
**November 2014**

**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/  
DEVELOPMENT PLAN FOR ELECTED MEMBERS  
EBRILL /APRIL 2014 – MAWRTH/MARCH 2015**

**Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Swyddogion/Cynlluniau Datblygu Personol, Aelodau Etholedig/Anghenion Siarter Aelodau.**

**Bwriedir i'r cynllun gael ei ddiwygio'n briodol fel mae blaenoriaethau/deddfwriaeth yn newid/ ac bydd yn ddibynol ar argaeledd cyllidebau i'w gefnogi.**

**This Plan is based on information collated from Officers/Elected Member Personal Development Plans/Member Charter requirements**

**The intention is that the plan is amended appropriately as priorities/legislation changes. The plan is also dependent on availability of budgets to support.**

<p style="text-align: center;"><b>PWNC</b></p> <p style="text-align: center;"><b>SUBJECT</b></p>	<p style="text-align: center;"><b>CYNULLEIDFA</b></p> <p style="text-align: center;"><b>AUDIENCE</b></p>	<p style="text-align: center;"><b>DYDDIAD</b></p> <p style="text-align: center;"><b>DATE</b></p>
<p><b>Ymwybyddiaeth Amddiffyn Plant ac Oedolion Bregus/ Child Protection and Vulnerable Adults Awareness sessions</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ebrill a Mai/ April and May 2014</p>
<p><b>Sesiynau Gweddarlledu/ Webcasting Sessions</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Mai a Gorffennaf/ May and July 2014</p>
<p><b>Hyfforddiant Cyfryngau Cymdeithasol/ Social Media Training</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p><b>Delio gyda'r Cyfryngau/ Dealing with the Media</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p><b>Adolygiad Cynlluniau Datblygu Personol/ Personal Development Reviews Review</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ionawr/January 2015</p>
<p><b>Cyfansoddiad/ Constitution</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p><b>Diwygiad Lles/ Welfare Reform</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>

<p><b>Series of Finance/Audit sessions to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Statement of Accounts</b></li> <li>• <b>Counter Fraud Arrangements</b></li> <li>• <b>Treasury Management</b></li>   <li>• <b>Risk Management</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>15 Gorffennaf/July 2014 Medi/September 2014 Hydref/October 2014  Erbyn/by 31.03.2014</p>
<p><b>Sesiwn Caffael/ Procurement Session</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/ To be confirmed</p>
<p><b>Diweddaru Trwyddedu/ Licencing Updates</b></p>	<p>Pwyllgor Trwyddedu/ Licencing Committee Members</p>	<p>Fel bô'r angen/ As and when required</p>
<p><b>Cyfres o Hyfforddiant &amp; Diweddariad Materion Cynllunio i gynnwys:/ Series of Planning Training &amp; Updates to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Sesiwn Comisiwn Dylunio Cymru/ Design Commission for Wales Session</b></li> <li>• <b>Diweddariad ar faterion Cynllunio/ update on Planning matters</b></li> </ul>	<p>Pwyllgor Cynllunio/ Planning Committee</p>	<p>15.05.2014  Fel bô'r angen/ As and when required</p>

<p><b>Cyfres o sesiynau ymwybyddiaeth/gwybodaeth, yn ymwneud â Ynys Ynni/Datblygiadau Mawr/</b></p> <p><b>Series of awareness/information sessions regarding Energy Island/Major Developments</b></p> <p><b>Gweithdy DYC CYn-PAC1/ SOCC/PRE-PAC1 Workshop</b></p>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Parhaus/ Ongoing</p> <p>02.09.2014</p>
<p><b>Cyfres o sesiynau ar faterion Tai a Cymuned i gynnwys:/</b> <b>Series of sessions relating to Housing and Community to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Digartrefedd/Homelessness</b></li> <li>• <b>Tai Fforddiadwy/Affordable Housing</b></li> <li>• <b>Polisi Gosod/Letting Policy</b></li> <li>• <b>Deddf Tai/Housing Act</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Parhaus/Ongoing</p> <p>Erbyn/by 31.03.2014</p> <p>To be carried forward to 2015/16 plan</p> <p>Ionawr/January 2014</p> <p>Tachwedd/November 2014</p>



<ul style="list-style-type: none"> <li>• <b>Materion Gofalwyr a Gofalwyr Ifanc/Caring and Young Carer Matters</b></li> <li>• <b>Eiriolaeth a Chyfranogiad Plant/Advocacy and Children's Participation</b></li> <li>• <b>Bil Gwasanaethau Cymdeithasol (Cymru)/ Social Services Bill (Wales)</b></li> <li>• <b>Diogelu a Rhiant Corfforaethol/ Safeguarding and Corporate Parenting</b></li> <li>• <b>Materion Oedolion/Matters relating to Adults</b></li> </ul>		<p>I'w gadarnhau/ To be confirmed</p> <p>I'w gadarnhau/ To be confirmed</p> <p>Medi/September 2014</p> <p>Ebrill/April 2014</p> <p>I'w gadarnhau/ To be confirmed</p>
<p><b>Cyfres o sesiynau yn ymwneud ag Addysg, megis:/ Series of sessions involving Education matters such as:</b></p> <ul style="list-style-type: none"> <li>• <b>Rôl Aelod Etholedig fel Llywodraethwr Ysgol/Role of Elected Members as School Governors</b></li> <li>• <b>Trosolwg o'r blaenoriaethau sydd yn wynebu ysgolion/Overview of the priorities facing schools</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Parhaus/Ongoing</p> <p>21 Ionawr/January 2015</p>

<b>Cyfres o sesiynau gyda'r Uwch Dim Rheoli gydag Academi Cymru/Series of sessions with the Senior Management Team Academi Wales</b>	Pwyllgor Gwaith a'r Pwyllgor Gwaith Cysgodol/ Executive and Shadow Executive	Cwblhawyd/completed 2013
<b>Gwella Sgiliau Sgriwtini/Enhanced Scrutiny Skills</b>	Aelodau o'r Pwyllgorau Sgriwtini/ Scrutiny Committee Members	Rhaglen i'w chadarnhau/ Programme to be agreed
<b>Ymwybyddiaeth Diogelu Data/Materion Cyfrinachedd/ Awareness of Data Protection/ Confidentiality issues</b>	Holl Aelodau Etholedig/ All Elected Members	Erbyn/By 31.03.2013
<b>Cydraddoldeb/Equalities</b>	Holl Aelodau Etholedig/ All Elected Members	Ionawr/January 2015
<b>Cwrs Sgiliau Arweinyddiaeth CLILIC/ WLGA Leadership Skills Course</b>	Aelodau Penodol/Specific Members	Hydref – Rhagfyr/ October – December 2014
<b>Sgiliau Cadeirio/ Chairing Skills</b>	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified

<b>Sgiliau TG/ IT Skills</b>	Holl Aelodau Etholedig/ All Elected Members	Cyfredol/Ongoing
<b>Sgiliau Iaith/Language Skills</b>	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
<b>Mentora/Mentoring</b>	Holl Aelodau Etholedig/ All Elected Members	Fel yr adnabyddir/ As and when identified
<b>Ddysgu/ E Learning</b>	Holl Aelodau Etholedig/  All Elected Members	Fel yr adnabyddir/ As and when identified

- Trefnir sesiynau ar gyfer Cynghorau Bro a Thref lle bô'r angen/  
Sessions for Town and Community Councils will be arranged as/when identified
- Bydd Aelodau o'r Pwyllgor Safonau ac Aelodau Lleyg yn cael gwahoddiad i rai sesiynau lle'n briodol /  
Where appropriate, Members of the Standards Committee and Lay Members will be invited to sessions