

Public Document Pack

STANDARDS COMMITTEE

Thursday, 12 December 2013 (2.00 pm)

Please find the attached report marked as "TO FOLLOW" on the Standards Committee agenda which was not received by the agreed cut-off time.

10

**TRAINING FOR MEMBERS AND TOWN AND COMMUNITY COUNCILS-
TRAINING ON THE CODE OF CONDUCT** (Pages 1 - 46)

10A To receive a report from the Senior Development Officer on the current situation with member training to include progress re: Members Annual Report.

(ENCLOSURE 'G' – **TO FOLLOW**)

10B To receive a report from the Senior Development Officer on the Training offered to Town and Community Councils and the feedback received.

(ENCLOSURE 'NG' – **TO FOLLOW**)

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	9th DECEMBER 2013
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	SENIOR HUMAN RESOURCES DEVELOPMENT OFFICER
CONTACT OFFICER :	MIRIAM WILLIAMS (ext 2512)
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF MEMBER DEVELOPMENT

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 their election in May 2013.

2 MEMBER TRAINING AND DEVELOPMENT PLAN

The Development plan for 2013/2014 presented to the Full Council and adopted in May 2013, is an evolving document, which will be amended to reflect the needs of both Elected Members and the Authority.

It is acknowledged that the initial months following the elections was a very intense period for Elected Members in terms of training. The training offered included sessions for both Elected Members and Lay Members (where appropriate).

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

The majority of the training identified on the development plan has been completed although some sessions have been postponed due to lack of numbers although these are to be re-scheduled in the new year, whilst some un-planned sessions have been included to address ad-hoc sessions requested e.g. general overview of planning processes/procedures offered to all Elected Members.

A total of 34 formal sessions have been organised for Elected Members between May and November 2013, details of which are included in appendix 1. In addition a number of individual sessions have also been arranged for Elected Members on the use of iPads/ICT needs (these have not been recorded). Details of training offered/attended is recorded on Elected Members' personal records.

At the end of each training session, Elected Members are requested to complete evaluation sheets and the feedback collated assists in establishing whether the training meets the needs of the Members and also to identify whether additional training is required. Where training sessions are arranged by the Corporate Human Resource Team, the feedback is documented.

I understand that despite the initial volume of sessions offered being quite burdensome, the training has in the main, been welcomed.

3 PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

As part of the commitment to further support Members in their roles, Personal Development Review (PDR) training was introduced.

PDR's were introduced initially during 2011/12 to support the Council's work towards meeting the requirements of the Wales Charter for Member Support and Development.

The Reviews are an important element of Member Development and contribute towards updating tailored plans for individual Members and the Council's wider Development Plan. This process will also assist in identifying any mentoring support that may benefit the work of Members.

The individual review meetings are due to take place imminently. Feedback will be provided to the Senior HR Development Officer in order that individual training needs can be addressed and related needs collated and included in the overarching annual Development Plan.

4 WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

A draft application has been submitted and initial feedback received by the WLGA noting their satisfaction with the submission has been received, although some additional information is required i.e. supporting evidence and a narrative description of the actions taken against each of the criteria below:

- Role Descriptions/guidance
- PDR's
- Mentoring
- Report to Council re Meeting times
- Casework referrals

These matters will be addressed and a further submission will be made to the WLGA in due course.

5 MOVING FORWARD

The Democratic Services Committee has requested that the Member Development Programme and Personal Development Reviews be included as standard items on the agenda for future meetings.

**Miriam Williams - Senior HR Development Officer
December 2013**

Hyfforddiant Aelodau ers 2013 / Member

Course
Introduction to member Support Service and iPad Training
Ethical Framework
Welsh Language Scheme/Data Protection/Press and Media Protocol
Register of Interest
Planning Committee Training
Overview of Scrutiny Functions
Development Needs Assessment for Members of the Cabinet
Scrutiny Chairing Skills
Scrutiny Questioning Skills - Members
Corporate Planning Meeting
General Chairing Skills Workshop
Making more of a difference in Scrutiny
Licensing Committees and Licensing Act 2003
Session 2 for the Executive Committee with Ian Bottrill, WLGA
Scrutinising Performance Data
Introduction to the Audit Committee
Conducting a Scrutiny Review
Session 3 for the Executive Committee
Scrutiny of Performance Data
Session 4 for the Executive Committee
Session 5 for the Executive Committee
Planning Seminar - Planning Committee Member
Making Social Media work for Councillors
Session 6 for the Executive Committee
Equalities Awareness Training
Shadow Executive Training
Good Recruitment
Training Sessions with Ian Bottrill
Personal Development Review Training
Scrutinising the budget
Session 3 - Shadow Executive Committee
Member Training - PINS
Board Members Training

Training Since 2013

Date	Number invited
08/05/2013	30
09/05/2013	30
15/05/13	30
20/05/13	30
29/05/2013	30
03/06/13	11
06/06/13	30
07/06/13	7
11/06/13	30
13/06/13	30
24/06/13	30
26/06/13	30
27/06/13	30
02/07/13	11
03/07/13	7
04/07/13	19
08/07/13	30
10/07/13	30
10/07/13	30
17/07/13	1
30/07/13	30
21/08/13	30
02/09/13	?
05/09/13	30
05/09/13	30
11/09/13	30
16/09/13	10
25/09/13	10
01/10/13	14
09/10/2013	30
10/10/2013	30
14/10/13	20
28/10/13	14
14/11/13	30
05/12/2013	14
06/12/2013	14

Number attended	Number of New Members attended (13 new members elected)	
	Total number	% of attendance
30	13	100%
26	13	100%
24	12	92%
24	11	85%
11	6	46%
15	11	85%
7	1	8%
2	0	0%
11	4	31%
21	9	69%
9	4	31%
11	7	54%
9	6	46%
6	1	8%
4	3	23%
8	4	31%
10	8	62%
5	1	8%
1	1	8%
6	1	8%
7	1	8%
9	7	54%
11	6	46%
5	1	8%
13	6	46%
9	7	54%
6	1	8%
3	1	8%
23	12	92%
9	5	38%
11	5	38%
10	7	54%
11	6	46%

Number of Previously Elected Members attended (17 members re-elected)		Number of apologies
Total number	% of attendance	
17	100%	0
13	76%	2
12	71%	3
13	76%	1
5	29%	0
4	24%	0
6	35%	0
2	12%	2
7	41%	3
12	71%	3
5	29%	12
4	24%	0
3	18%	0
5	29%	0
1	6%	7
4	24%	9
2	12%	3
4	24%	0
0	0%	0
5	29%	1
6	35%	0
2	12%	?
5	29%	4
4	24%	0
7	41%	8
2	12%	0
5	29%	0
2	12%	0
11	65%	1
4	24%	1
6	35%	3
3	18%	0
5	29%	0

Atodiad1/Appendix1

Number of no apologies
0
2
3
5
0
15
0
26
16
6
10
19
2
1
8
13
17
25
0
23
23
?
15
25
9
1
4
11
6
10
0
20
3

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	9 th December 2013
TITLE OF REPORT :	CODE OF CONDUCT – TOWN & COMMUNITY COUNCILS
REPORT BY :	SENIOR HUMAN RESOURCES DEVELOPMENT OFFICER
CONTACT OFFICER :	MIRIAM WILLIAMS (ext 2512)
PURPOSE OF REPORT :	TO PROVIDE AN OVERVIEW OF WHAT WAS OFFERED /ATTENDANCE AND FEEDBACK ON THE QUALITY OF THE CODE OF CONDUCT TRAINING FOR TOWN & COMMUNITY COUNCILS

Background

Following a request from the Standards Committee earlier this year, that training on the Code of Conduct training session be organised and delivered by One Voice Wales (OVE), the recognized provider for Town and Community councils these were arranged and delivered during September 2013.

Following receipt of nominations from the Town and Community Councils, three sessions (afternoon/evening sessions) were subsequently arranged to which a total of 56 people attended (which included members of the Standards Committee). Holyhead Town Council have made a decision to make their own arrangements with OVW however the author is unaware that this training has taken place to date.

A copy of the 3 hour presentation is attached in appendix 1.

The written feedback for the sessions was generally positive, see breakdown in appendix 2, although I understand that some concern was expressed about the delivery by members of the Standards Committee. In view of this, the Senior HR Officer decided to wait until the additional sessions in Holyhead had been arranged before liaising with the Town Clerk for their feedback before then contacting OVW.

From the author's knowledge, no separate training budget has been set aside for financing this training. Much of the training arranged for Elected Members (EM) since the elections in May 2013 has been subsidised by the WLGA with no cost to the Authority, on this occasion, the costs for the Town & Community Councils training have been met from the corporate training budget allocated to EM. Currently this is a very limited and unspecified budget and funding is made available dependent on the development needs analysis. The

cost of the sessions for Town and Community Councils was £1050 plus trainers travelling costs.

Having made tentative enquiries with the WLGA, other providers are also available to deliver such training, however the charges would exceed the costs of the OVW. To reduce costs and ensure that the training meets the specific needs of this Authority, it may also be worth considering in-house delivery for the future.

What do you think could be done to improve support for future training sessions.

As with any training session, it is always good practice, dependent on resources available to:

- Speak to others who have used previously used the provider(s) beforehand to establish quality/content
- Attend sessions and observe the delivery first hand
- Ensure training evaluation sheets are available for completion and follow up any comments that are deemed “negative”/describing any shortfalls in the course
- Establish what the credentials /experience of the trainer are (although it is often assumed that organisations employ trainers with sufficient experience/knowledge and skills of the subject matter being taught)
- IOACC to provide guidance beforehand with regards to exact requirements/specific areas to cover rather than receiving “off the shelf” sessions
- Discussions with participants after the event to establish whether what was noted on the evaluation sheets accurately reflects the content/delivery

**Miriam Williams
Senior HR Development Officer
December 2013**

One Voice Wales Councillor Training Programme



The Code of Conduct



Welcome

This session is all about

Your commitment to the **Code of Conduct**



Administrative arrangements

- The session lasts 3 hours
- There will be a break when refreshments will be served
- Toilets
- Fire exits and assembly point in event of fire



What the session includes

- **Learning activities**
- **Presentation – an overview and explanation of all the important aspects**
- **The simulation – the chance to deal with a scenario real councils face**



By the end of the session you will:-

- Be familiar with the contents of the **Code of Conduct**
- Have a deeper understanding of how to meet your responsibilities as a Councillor





Any Questions



- **The training is interactive and requires an input from you**
- **A number of “Learning Activities” have been built in and that’s what we will do next.**



Learning Activity

**What are the ten
“Nolan Principals”
that can be found in the Code of Conduct?**

List as many as you can recall



The Code

The Local Authorities (Code of Conduct) (Wales) Order 2008



Starting Out

- Declaration of acceptance of office
- Includes an undertaking to abide by the **Code of Conduct**





The Code of Conduct

- Selflessness
- Honesty
- Integrity and propriety
- A duty to uphold the law
- Stewardship
- Objectivity in decision making
- Equality and Respect
- Openness
- Accountability
- Leadership

What Councillors must do

- Promote equality
- Treat others with respect
- Provide access to information
- Make decisions on the merits of a case and with regard to the advice of officers
- Abide by rules on expenses
- Report any breaches of the **Code** or criminal behaviour by another member

What Councillors must not do

- **Accept unofficial gifts**
- **Disclose information given in confidence**
- **Use Council resources improperly**
- **Make vexatious or malicious complaints**



Personal Interests

- A professional or personal interest outside your role may conflict with your duty as a councillor to serve the community
- You must declare a personal interest as soon as you are aware that you (or people close to you) may benefit more than other people in the community from the outcome of a matter under discussion.

Prejudicial Interests

- **A *Personal Interest* becomes a Prejudicial Interest**
- ***“If a member of the public with knowledge of the facts, reasonably regards your personal interest as so significant that it is likely to prejudice your judgement of the public interest”***



Declaring Interests

- **Standards Committee**
- **Monitoring Officer**
- **Register of Interests**
- **Public Services Ombudsman for Wales**



“Predetermination and Predisposition”

Localism Act

Provisions relating to Wales

January 2011

Guidance is currently being drawn up and will be published in due course



What the **Code** protects...

- Your electors
- Your council
- And YOU



Breaches

What happens if you breach the **Code of Conduct**?

How is the **Code of Conduct** policed

The County Council's Monitoring Officer

The County Council's Standards Committee

The Public Services Ombudsman for Wales

The Adjudication panel for Wales



The Public Services Ombudsman for Wales

“Complaints made to the Ombudsman”

Ethics and Standards DVD





Time for a break

15 mins max



Pentrebas Community Council

- **Pentrebas is the fictitious council that we use as the base for our scenarios.**
- **Whilst the council is fictitious the scenarios are taken from real life examples.**



Simulation

**You will be given a number of situations.
Consider them and decide on what
action, if any should be taken.**



Scenarios

More Learning Activities – Real Situations

Working in groups again go through the exercises and record your decisions and your reasons for them.



Feedback time

**Please complete the feedback forms
before we continue to the next step**

Your comments are valued



The next step

**For the next training session please
consult with your Clerk or check the
OVW website**

www.onevoicewales.org.uk

Thank you

Have a safe journey home



One Voice Wales Councillor Training

Code of Conduct

23rd and 26th September 2013

	How did you rate it? (Score 1 low to 6 high)							
	1	2	3	4	5	6	No response (comment provided)	No Response
Venue What did you think of the Venue Was the Venue suitable and Comfortable?	1	0	0	0	6	27	0	0
Content Was the session easy to follow?	0	0	0	3	10	20	1	0
Was the content of the session aimed at the level for you?	0	0	1	0	11	19	3	0
Workshop Exercises Did you find the practical exercises useful?	0	0	0	2	11	18	3	0
Delivery Please comment on any aspect of the delivery that you feel may assist the trainer for their future delivery of courses (good, bad or otherwise)	1	0	1	4	8	9	5	6
Next Step Would you attend further training?	0	0	1	0	5	7	1	20

COMMENTS

Venue What did you think of the Venue? Was the Venue suitable and Comfortable?
<p>Bit warm. Excellent. Excellent, comfortable and convenient. Very comfortable and realistic. Needs tables for group work. Could not park in Council spaces as full. Good. "Yes" given by 3 persons.</p>

Content A. Was the session easy to follow? B. Was the content of the session aimed at the level for you?
<p>Very, and enjoyable. Very easy to follow. Well presented and easy to digest. "Yes" given by 6 persons for A. "Yes" given by 8 persons for B.</p>

Workshop Exercises Did you find the practical exercises useful?
<p>Good to deal with actual cases. Very. Best part of training - good to discuss with other Council representatives. Particularly enjoyed this part of the session - very useful. But more time required for discussion. But as a new member the answer to the question would be good. More time on exercises. Groups to discuss with presenter. Good. "Yes" given by 8 persons.</p>

Delivery Please comment on any aspect of the delivery that you feel may assist the trainer for their future delivery of courses (good, bad or otherwise)
<p>Good and useful sessions. Very interesting. Hand outs given at start so we can make notes as we go through course content. Also copy code of conduct to refer to. Particularly enjoyed this part of the session - very useful. Suitable - well delivered. Delivery was poor. Difficult subject, but still needs a less 'boring' approach. Further develop IT skills and presentation. More forms. Very well run and interesting. Need a less formal introduction to course - less about sanctions etc. and no "Mr". It was well presented. More familiarity with PowerPoint and videos. More familiarity with laptop/projector interface - otherwise fine! "Yes" given by one person.</p>

Next Step Would you attend further training?
<p>Make it compulsory for Councillors to attend all courses. All Councillors should attend. During discussions. All Councillors should attend the course. If the speaker was a little more interesting. "Yes" given by 21 persons.</p>

One Voice Wales Councillor Training

Code of Conduct

23rd and 26th September 2013

Town/Community Council	Name	Date
Aberffraw	Menna Evans	23/09/13
Aberffraw	Richard Stallhood	23/09/13
Bryngwran	Sioned Parry	23/09/13
Llaneilian	Carli Evans-Thau	23/09/13
Llaneilian	Helen Woodcock	23/09/13
Llanerchymedd	Elfryn Owen	23/09/13
Llanerchymedd	Gwyn Williams	23/09/13
Llanerchymedd	John Owen Jones	23/09/13
Llanesceifiogfihangel	Linda Jones	23/09/13
Llanfaelog	Charles Carnall	23/09/13
Llanfaelog	Gwyneth Parry	23/09/13
Llanfaethlu	John Arfon Jones	23/09/13
Llangefni	Berwyn Owen	23/09/13
Llangefni	Llinos Jones	23/09/13
Llangefni	Margaret Thomas	23/09/13
Llangefni	Maurice Turner	23/09/13
Llangefni	Terry Jones	23/09/13
Llangoed and Penmon	E. Ruth Roberts	23/09/13
Llangoed and Penmon	Geraint Parry	23/09/13
Pentraeth	David Trow	23/09/13
Pentraeth	Julie Bird	23/09/13
Standards Committee	Leslie Lord	23/09/13
Standards Committee	Mike Wilson	23/09/13
Valley	Celfyn Furlong	23/09/13
Amlwch	Gordon Warren	26/09/13
Amlwch	Val Roberts	26/09/13
Bodffordd/Bodwrog	Dyfrig Owen	26/09/13
Bodffordd/Bodwrog	Malcolm Williams	26/09/13
Bodorgan	Gwilym Looms	26/09/13
Brynhafan Llanfechell	Richard Hughes	26/09/13
Llanbadrig	Elfed Jones	26/09/13
Llanddaniel	Michael Jones	26/09/13
Llanddyfnan	Ann Williams	26/09/13
Llanddyfnan	Wendy Williams	26/09/13
Llanfair M.E	Janet Peers	26/09/13
Llanfair M.E	Peter Day	26/09/13
Llanfairpwll	John Roberts	26/09/13
Llangoed, Penmon, Glanrafon	Delyth Jones	26/09/13
Llangoed, Penmon, Glanrafon	Mary Ellis	26/09/13
Llantrisant	Ffion Roberts	26/09/13

Atodiad 2 / Appendix 2

Lleifior Carreglefn	Adrian Parry	26/09/13
Menai Bridge	Doug Barnes	26/09/13
Menai Bridge	Linda TraWillis	26/09/13
Pentraeth	Angela Gliddon	26/09/13
Rhoscolyn	Barry Thomas	26/09/13
Rhoscolyn	Myrfyn Roberts	26/09/13
Standards Committee	Dilys Shaw	26/09/13
Standards Committee	Islwyn Jones	26/09/13
Standards Committee	Leslie Lord	26/09/13
Standards Committee	Mike Wilson	26/09/13
Trearddur Bay	Cyndy MrDermott	26/09/13
Trearddur Bay	Susan Conrad-Smith	26/09/13
TreWalchmai	Catherine Lloyd	26/09/13
TreWalchmai	Edna Jones	26/09/13
TreWalchmai	Margaret Price	26/09/13