

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 29 MAWRTH 2017 am 2.00 o'r gloch	WEDNESDAY, 29 MARCH 2017 at 2.00 pm
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol / Independent

Jim Evans, Victor Hughes (Is-Gadeirydd/Vice-Chair), Richard Owain Jones and Dafydd Rhys Thomas

Plaid Cymru / The Party of Wales

Vaughan Hughes (Cadeirydd/Chair), R Meirion Jones, R G Parry OBE FRAGS and Dylan Rees

Llafur / Labour

J Arwel Roberts

Grŵp Chwyldroad / Revolutionist Group

Peter S Rogers

A G E N D A

1 DECLARATION OF INTEREST

To receive any declaration of interest from a Member or Officer in respect of any item of business.

2 MINUTES (Pages 1 - 2)

To submit for confirmation, the draft minutes of the previous meeting of the Democratic Services Committee held on 14th December, 2016.

3 INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2017/18 (Pages 3 - 10)

To submit a report by the Head of Democratic Services.

4 ICT PROVISION FOR MEMBERS (Pages 11 - 14)

To submit a report by the Head of Democratic Services.

5 MEMBER DEVELOPMENT INDUCTION PLAN – APRIL 2017 - MARCH 2018 (Pages 15 - 20)

To submit for information, the Member Development Induction Plan as presented to the County Council at its meeting on 28th February, 2017.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 14th December, 2016

- PRESENT:** Councillor Vaughan Hughes (Chair)
Councillor Victor Hughes (Vice-Chair)
- Councillors R Meirion Jones, R G Parry OBE FRAGS,
- IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillors Derlwyn R Hughes, Dylan Rees,
Dafydd Rhys Thomas
-

1 DECLARATION OF INTEREST

None received.

2 MINUTES

The draft minutes of the meeting of the Democratic Services Committee held on the 12th May, 2016 were confirmed as correct, subject to Councillor Bob Parry's attendance being noted twice in the minutes.

The draft minutes of the meeting of this Committee held on the 24th October, 2016 were confirmed as correct.

3 WEBCASTING

Submitted - a report by the Head of Democratic Services in response to the Committee's request for a report on the options available regarding webcasting.

Since June, 2014, the Council has been piloting webcasting meetings of the Council, the Executive and Planning and Orders Committee. The Council's current arrangements for webcasting are in line with a number of Councils in Wales and some authorities have extended webcasting to include Scrutiny Committees.

It is likely that Welsh Government will refer to webcasting in the next Local Government Bill and any future mandatory requirements. The White Paper, Reforming Local Government Power to Local People (February 2015) made reference to "the intention at the time to legislate to require that all full Council and Executive meetings must be broadcast online, at the same time encouraging the broadcasting of Committees".

The Head of Democratic Services reported on progress with regard to piloting webcasting, and noted that clarity was needed from the Welsh Government regarding the future funding of webcasting, and the availability of grant funding.

The Head of Democratic Services reported that the Senior Leadership Team recommend that the current arrangements for webcasting should continue for 2017/18.

Members discussed the possibility of extending webcasting to include the Scrutiny Committees, but recommended that the current pilot continue for 2017/18.

RESOLVED:-

- **To continue with the pilot of webcasting meetings of the Council, Executive and Planning and Orders Committee in 2017/18.**
- **To recommend to the Executive that a sum of £10,000 be included in the budget for 2017/18 to cover necessary costs.**
- **That representations be made to Welsh Government with regard to central government funding to cover cost and any future statutory requirements.**

The meeting concluded at 2.15 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	29 March 2017
Title of report:	Independent Remuneration Panel for Wales – Annual Report for 2017/18
Report by:	Head of Democratic Services
Purpose of Report:	To inform the Committee of determinations made by the Independent Remuneration Panel for Wales with regard to senior and civic salaries.

1.0 Background

1.1 The Independent Remuneration Panel for Wales (IRP) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members.

1.2 The payments to members and co-opted members for 2017/18 as prescribed by the IRP in its annual report (February 2017) will need to be reported to the full Council on 23 May 2017.

1.3 Elections for principal councils and community and town councils will take place on 4 May 2017. Section 26(3) of The Local Government Act 1972 determines that, on the fourth day following the election, persons who were councillors before the election will retire and newly elected members will assume office. Therefore, the effective dates for the implementation of the determinations contained in the February 2017 report are:

Basic and senior salary holders - 8 May 2017 (subject to the member having signed the declaration of acceptance).

Chair of the Council – civic salary is payable where the chair remains in post until a successor is appointed at the authority’s Annual General Meeting following the election.

2.0 Payments to elected members of principal councils

Basic salary

2.1 The Panel has determined there shall be an increase of £100 in the level of basic salary for members of principal councils (which equates to 0.75%). This is the first increase for 3 years. Basic salary for elected members shall therefore be **£13,400** for 2017/18.

Senior salaries

- 2.2 The Council has discretion on the number of senior salaries it pays, up to the maximum set by the Panel. The maximum number of senior salaries for the Isle of Anglesey remains at 15 for 2017/18 and this figure still includes civic salaries. For both 2015/16 and 2016/17, the Council decided to allocate senior salaries to 14 office-holders to reduce democratic costs.
- 2.3 There are no changes in respect of the payment of senior salaries, but senior salary holders will receive the uplift to the basic salary. Senior salary levels for 2017/18 for the Isle of Anglesey County Council shall therefore be payable as follows:

Senior Salaries (inclusive of Basic Salary):		
Band 1	Leader Deputy Leader	£43,100 £30,100
Band 2	Executive members – Level 1 Executive members – Level 2	£26,100 £23,500
Band 3	Committee Chairs (if remunerated) Level 1 Level 2	£22,100 £20,100
Band 4	Leader of largest opposition group*	£22,100
Band 5	Leader of other political group*	£17,100
<p>* A council must make a senior salary available to the leader of the largest opposition group. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.</p>		

Band 2 - Executive Members

- 2.4 The discretion to pay different salary levels for Executive members remains. In Anglesey, Level 1 amounts to £26,100 and level 2 amounts to £23,500. The Panel's February 2017 report states:

"...It is not the role of the Panel to determine the structure of cabinets of local authorities so the determinations continue to provide flexibility for each newly elected council to decide the appropriate range of portfolios to meet local needs, recognising that there is an inevitable variation on the level of responsibility and workload."

- 2.5 For 2016/17, the Council approved this Committee’s recommendation that level 1 salaries should be paid to Executive members.

Band 3 – Committee Chairs

- 2.6 The discretion to pay different salary levels to Committee Chairs also remains. The two levels of remuneration for Chairs of Committees (if paid) are £22,100 at level 1 and £20,100 at level 2. The Panel’s February 2017 report states:

“The Panel continues to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority. However, there is recognition that the specific responsibility and workload of some chairs is greater than others, and this has been a topic of ongoing dialogue and debate. We consider that this should be reflected in the remuneration framework.”

- 2.7 For 2016/17, the Council approved this Committee’s recommendation that level 1 salaries should be paid to Committee Chairs, if paid.

Civic heads and deputy civic heads

- 2.8 The Panel remains of the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility, rather than local population. A council may decide not to apply any civic salary to the posts of civic head and deputy civic head.

- 2.9 The Panel has determined that (where paid) civic salaries at the following levels are payable and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities:

Civic Salaries (inclusive of Basic Salary):	
Civic Head (Chair of Council)	1 - £24,100 2 - £21,600 3 - £19,100
Deputy Civic Head (Deputy Chair of Council)	1 - £18,100 2 - £16,100 3 - £14,100

- 2.10 For 2016/17, the Council approved this Committee’s recommendation that level 3 salaries should be paid to the Civic Head and Deputy Civic head.

- 2.11 Group leaders have been consulted on the issue of payment levels. The view was that the same payment levels should continue, ie level 1 to Executive members and Committee Chairs and level 3 to the Civic Head and Deputy Civic Head.

3.0 Other changes

3.1 Reimbursement for the costs of care (previously referred to as ‘care allowance’)

- 3.1.1 The reimbursement of the costs of care is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer, or for a member to receive care support to enable that individual to carry out their role. The Panel notes that some members are reluctant to claim the care allowance, because of concerns about the adverse publicity this can attract.

- 3.1.2 The Panel recognises that there is some sensitivity concerning the publication of this legitimate expense and has reflected this in the options provided for publication:

- The details of the amounts reimbursed to named members; or
- The total amount reimbursed by the authority during the year but not attributed to any named member.

- 3.1.3 It will be a matter for each authority to decide which of these options for publication it considers appropriate. It will also be the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regard to reimbursement of costs of care.

- 3.1.4 The Panel considers that Democratic Services Committees should take steps to encourage and facilitate eligible members in claiming this re-imbusement.

3.2 Sickness absence for senior salary holders

- 3.2.1 Instances have been raised with the Panel of senior salary holders on long-term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.
- Replacing the member who therefore loses the senior salary (but retains the basic salary).

- 3.2.2 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

- Long term sickness is defined as certified absences in excess of 4 weeks.

- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

4.0 Publication of Statement of Payments made to Members

- 4.1 The Panel requires all local authorities to publish a statement by 30 September each year of payments made by the Authority to its members.
- 4.2 In a letter dated 17 February 2017 (copy attached), the Chairman of the Panel notes that the Panel has reviewed the extent of compliance in respect of this statutory requirement for the 2015/16 municipal/financial year and has found a significant degree of non-compliance. Of the 28 Statements produced for 2015/16, only 7 were sent to the Panel before 30 September 2016. The Panel has noted that this Authority was one of the 7 which were compliant with this requirement and sent the statement to the Panel as well as making the information publically available.

5.0 Recommendations

5.1 The Democratic Services Committee is requested to consider the determinations within the report of the Independent Remuneration Panel for Wales for 2017/18 and make recommendations to the full Council, with specific reference to:

5.1.1 The payment of Level 1 and Level 2 salaries for Executive Members

5.1.2 The payment of Level 1 and Level 2 salaries for Committee Chairs

5.1.3 The payment of either Levels 1, 2 or 3 for Civic Heads and Deputy Civic Heads.

Huw Jones
Head of Democratic Services
16/03/17

Background paper:- The Independent Remuneration Panel for Wales Annual Report (February 2017) - <http://gov.wales/docs/dsjlg/publications/localgov/170223-annual-report-en.pdf>



J Huw Jones
Head of Democratic Services
Isle of Anglesey Council

jhuwjones@anglesey.gov.uk

17 February 2017

Dear Huw

Publication of Statement of Payments Made to Members

As you will be aware the Independent Remuneration Panel for Wales requires all local authorities to publish a statement of the payments made by the authority to its members by 30th September each year. Annex 4 of the Panel's Annual Report details the required content of the published statement.

The Panel has reviewed the extent of compliance in respect of this statutory requirement for the 2015/16 municipal/financial year and has found a significant degree of non-compliance.

The Statements of Payments Made to Members must be published in a place easily accessible to the public, no later than the 30th September following the year to which the payments applied. It must also be sent to the Panel directly by 30th September, either electronically or by post. Of the 28 Statements produced for 2015/16, only 7 were sent to the Panel before 30th September 2016. The Panel has noted that your authority was one of the 7 which were compliant with this requirement and sent the statement to the Panel as well as making the information publically available.

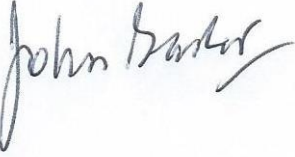
The Panel is also concerned over the lack of consistency in the information being produced across authorities and in the interest of transparency has decided to produce a pro forma for the Statements of Payments Made to Members. The draft pro forma will be issued by the Panel secretariat in due course for your comments. Once finalised we expect all authorities to use it when compiling and publishing the information.

Ystafell /Room M05
Llawr Cyntaf/First Floor
Adeiladau Coron/Crown Buildings
Parc Cathays/Cathays Park
Caerdydd/Cardiff
CF10 3NQ

Ffôn/Tel: 029 2080 1047
Ebostr/Email: irpmailbox@wales.gsi.gov.uk
www.remunerationpanelwales.org.uk
www.panelcymrugydnabyddiaethariannol.org.uk

The Panel is also aware that a number of councillors have exercised their right to forgo part or all of their salary. Where this is the case, officers should clearly show on the statement what percentage of salary has been relinquished and by whom.

Yours Sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader
Chairman

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	29 March 2017
TITLE:	ICT provision for Members
PURPOSE OF REPORT:	Recommendations for New Council
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1) Background and context

- a) The Democratic Services Committee has responsibility for ensuring that elected Members are given as much support as is necessary to enable them fulfil their duties effectively. The Council needs to agree what equipment will be issued to Members after the May elections to support roles.
- b) Since 2013, Members have embraced the use of technology and a move to paperless ways of working. All Members were issued with iPads in 2013 and a few iPads have been replaced during the past 12 months. The vast majority of iPads need replacing to keep up with technology. These devices currently have a sim card for remote access to Wi-Fi.
- c) At present, the Council pays for a broadband connection to Members at home. This is not consistent with other authorities. Rental costs equate to 15k per annum or 75k during the term of the new Council. Group Leaders are recommending that this should cease and that Members use their own private broadband for Council business in the new Council.

2) New devices and options

In addressing ICT requirements for Members following Council elections in May, it is recommended that new iPads (9.7 inch models – same size as current devices issued) with sim card for wi-fi access be provided but with additional functionality. This is supported by Group Leaders.

What improvements do new devices offer for Members?

- Ability to access corporate file share for secure and resilient storage of documents – documents can be centrally distributed by the Member Support Officer rather than emailed or printed.
- Ability to access MonITor, the Council’s Intranet pages allowing access to policies, procedures and other Council resources.
- Provision of a suite of enterprise applications including corporate email and calendar, document editing capability.

- Improved security of the device and data through deployment of Mobile Iron device management system.
- The devices will be set up on the Council's new service provider, EE which has a substantially improved data coverage compared to the previous provider.
- The current devices have reached the end of their support roadmap and will need to be withdrawn as Apple cease to provide security updates, therefore replacement devices will be required to maintain the savings made on printing and postage of papers.

3) Cost

The cost of new devices and relevant licences /rental will be approximately 44k over 4 years. However, costs can be offset by savings on annual broadband charges. (see C above).

Issuing new IPad devices to Members with added functionality is supported by Group Leaders. There is a budget of 12k per annum to cover costs.

4) Training and support

This will be priorities after the election and ICT staff will be providing 1-1 support for Members to enable full use of devices.

5) Members using own devices for accessing Council emails

Some Members currently use their own equipment at home to assist with Council business. Should members wish to continue using own devices for Council business it will be necessary for equipment to satisfy certain criteria:

- Windows 8 or above
- Windows updates enabled
- Recognised commercial Anti-Virus with updates
- Broadband connection at home of at least 1 Mb/s
- Providing Council email via Cwmwl Mon allows improved security and resilience of email as opposed to the older Web Mail solution which must soon be withdrawn.

If the above is satisfied, the Council will provide Members with a security VASCO token for each device – cost is approximately £100 and include 3 year maintenance.

6) Recommendations

- 1) That the Council ceases to pay for broadband connections for Members after Council elections in May 2017 and that Members use their private broadband at home for Council business.
- 2) That all Members be issued with new IPad devices and that costs be met from Council funds (3 above).
- 3) To prioritise training and support for Members in relation to the use of I pads following Council elections.

4) To confirm that certain criteria needs to be met if Members use own devices (5 above).

Huw Jones

Head of Democratic Services

18/3/17

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	COUNTY COUNCIL
DATE:	28 FEBRUARY 2017
TITLE OF REPORT:	MEMBER DEVELOPMENT INDUCTION PLAN – APRIL 2017 – MARCH 2018
PURPOSE OF REPORT:	TO SEEK COUNCIL APPROVAL FOR THE PROPOSED INDUCTION DEVELOPMENT PLAN FOR ELECTED MEMBERS
REPORT BY:	HEAD OF DEMOCRATIC SERVICES
LEAD OFFICER:	MIRIAM WILLIAMS, HUMAN RESOURCE DEVELOPMENT MANAGER

In conjunction with Local Authorities/Elected Members in Wales, the WLGA has developed an Induction Programme for newly Elected Members, post May 2017 and includes mandatory training/best practices. Following input received from IOACC Management Team/Officers together with Group Leaders, this programme was tailored to ensure that local needs are included.

The programme provides an outline framework for the delivery of the training. A phased approach has been taken in order to prevent overwhelming Elected Members with volume of sessions and time commitment.

The format of the training will be varied in terms of methods of delivery and will include workshops; mentoring; e-learning; one-to one etc. Where available, blended training opportunities will also be offered in order to enhance the learning process.

As far as possible, the training delivery will seek to accommodate Elected Members commitments in terms of personal caring responsibilities/other employment arrangements, therefore a mix of both day and evening sessions will be made available. Wherever possible the sessions will be arranged on Thursdays/Fridays, avoiding the first Thursday afternoon each month (in order to avoid clashes with Member briefing sessions).

The programme is intended as an “evolving” programme taking into account changing priorities e.g. the Authority/External Stakeholders etc. whilst also taking into account Member’s own personal training needs. Member Personal Development Reviews is considered to play an essential element of the development process, ensuring that additional training needs are identified and addressed on an ongoing basis.

Understanding the needs of Members so that they may be better supported in their roles through the provision of appropriate development is essential and with regular monitoring, evaluation and reviewing of the provision will ensure that it is both “fit for purpose” and of the right quality.

The Democratic Services Committee will have a key role in monitoring progress on a regular basis including further review/updating based on Members and organisational needs. In addition, reports will also be submitted to the Standards Committee, as appropriate.

RECOMMENDATION:

To adopt the enclosed Induction Training Plan as a framework for Member development following Council elections in May 2017 and authority given to the Head of Democratic Services to make any further modifications as deemed appropriate.

Miriam Williams
Human Resources Training and Development Manager
20.02.2017

IOACC Elected Member year long induction programme (based on the WLGA model), which includes mandatory training and availability of training resources 2017/18.

Wherever possible, it is intended to arrange the training on Thursday/Friday avoiding the first Thursday afternoon each month because of Member briefing sessions.

What	Audience	Delivery Method/Responsible Officer	Training materials available/needed?	When
Orientation (Council offices and Member support arrangements)	Newly Elected Members	JHJ	Information/ maps on layout of building etc. as part of introductory package produced in each authority. WLGA councillors guide to be available (hard copy).	Week 1 commencing 08/05/2017
Introduction to the Council, its role and introduction to Corporate Governance and Strategic Work programme.	All Elected Members	Chief Executive	To be developed in-house	Week 1 commencing 08/05/2017
ICT induction and equipment including Social Media awareness	All Elected Members (M)	ICT officers, individual sessions.	Session and guidance to be developed by staff locally	Week 1 commencing 08/05/2017
Introduction to service areas	All Elected Members	Senior Officers (2 x 1 hour sessions)	Basic information to be included in introductory package, who's who etc.	Week 2 commencing 15/05/2017
Code of Conduct and Ethics	All Elected Members (M)	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Three volunteers from Lawyers in Local Government now working with WLGA to produce materials. e learning to be updated	Week 2 commencing 15/05/2017

What	Audience	Delivery Method/Responsible Officer	Training materials available/needed?	When
Constitutional matters including meeting participation	All Elected Members (M)	Monitoring Officer	In house course	Week 2 Commencing 15/05/2017
Finance including budgeting and treasury management	All Elected Members (M)	Finance Directors e- learning	In-house courses available. E learning required	Week 3 commencing 22/05/2017
Planning committee new arrangements from Planning Act	Planning Committee (M)	Planning Officer	National materials now being commissioned by WLGA through	Week 4 Commencing 29/05/2017
Planning for non-planning members - protocols	All Elected Members (M)	Planning officers/experienced member	Materials to be commissioned by Positive Planning advisory group (WG funding, planning officers involved)	Week 4 commencing 29/05/2017
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings?	Monthly briefing sessions commencing June
The Role of Scrutiny Committees	All Elected Members (M)	HODS/Scrutiny officers	In House Course Delivery. E-learning in development by WLGA and Scrutiny managers	Week 5 commencing 05/06/2017
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	Week 5 commencing 05/06/2017
Audit	Audit Committee (M)	Finance Officers	In House Course Delivery	Week 5 commencing 05/06/2017

What	Audience	Delivery Method/Responsible Officer	Training materials available/needed?	When
Safeguarding	All Elected Members (M)	Directors of Education/Statutory Director of Social Services workshop and E- learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	Week 6 commencing 12/06/2017
Corporate Parenting	All Elected Members (M)	Statutory Director of Social Services	In-house courses delivered. SSIA councillor workbook available.	Week 6 commencing 12/06/2017
Housing Act	All Elected Members (M)	Head of Service - Housing	In-house	Week 9 commencing 03/07/2017
Social Services and Well-being (Wales) Act	All Elected Members (M)	Statutory Director of Social Services	E learning module (employee section of All Wales Academy E-Learning site) also information available via Care Council for Wales Website. In house overview session to be arranged.	Week 9 commencing 03/07/2017
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members (M)	Workshop - Appropriate senior officers and experienced members. And e learning	Available now on e-learning via Care Council for Wales Website. In addition in-house sessions to be arranged SSIA councillor workbook available.	Week 9 commencing 03/07/2017
Data Management and FOI/ICO	All Elected Members (M)	Workshop and E-learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information. In-house sessions also available.	Week 10 commencing 10/07/2017
Introduction to Equalities	All Elected Members (M)	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) in addition in-house workshops will be arranged.	Week 11 commencing 17/07/2017

What	Audience	Delivery Method/Responsible Officer	Training materials available/needed?	When
Community Leadership and Casework	All Elected Members	Senior member with HODS; E- learning	The effective ward councillor e learning module in production for AWA.	September 2017 onwards
New Executive Development	Executive	External facilitators	Materials from external facilitators	September 2017 onwards
New Councillors New Challenges	All Elected Members	WLGA 5 regional workshops	Key behaviours for successful councillors. Digital Councillors. Managing the money. Meet the members (WG, WAO, NAFW, WLGA	November 2017
Personal Development Reviews & Annual Reports	All Elected Members	WLGA/Senior Officers	Combination of In-house and external training	November 2017
Chairing Skills (meeting management)	All Chairs	External facilitators E learning	E learning available now on AWA	2nd 6 Months
Education Consortia	All Elected Members (M)	Consortia staff	2hr session for 5 authorities from Central South – details to be confirmed	2nd 6 months
Appointments, appeals and interview skills	Panel members (M)	Head of Profession Human Resources	In House Course Delivery	Prior to participating
Standards	Standards Committee (M)	Monitoring Officer	In House Course Delivery	Prior to first meeting being held
Licensing	Licensing Committee (M)	Licensing Officer	In House Course Delivery	Prior to first meeting being held

(M) = Mandatory

Further training in both knowledge and skills to be determined from PDRs when induction complete

WG - Welsh Government

WLGA – Welsh Local Government Association

AWA – All Wales Academy

SSIA – Social Services Improvement Agency

This page is intentionally left blank