

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	<b>STANDARDS &amp; DEMOCRATIC SERVICES COMMITTEES</b>
<b>DATE:</b>	<b>12 SEPTEMBER 2016 &amp; 24 OCTOBER 2016</b>
<b>TITLE OF REPORT:</b>	<b>MEMBER DEVELOPMENT PLAN – APRIL 2016 – MARCH 2017</b>
<b>REPORT BY:</b>	<b>HUMAN RESOURCES DEVELOPMENT MANAGER</b>
<b>PURPOSE OF REPORT:</b>	<b>TO PROVIDE AN UPDATE ON THE 2016/17 DEVELOPMENT PLAN FOR ELECTED MEMBERS AND PROPOSAL FOR INDUCTION OF ELECTED MEMBERS FOLLOWING COUNTY COUNCIL ELECTIONS IN MAY 2017</b>
<b>LEAD OFFICER:</b>	<b>MIRIAM WILLIAMS, HUMAN RESOURCE DEVELOPMENT MANAGER</b>

There is a duty on the Authority to provide training and development opportunities for its Members and to make information available to the Council on an annual basis and the Democratic Services Committee has responsibility for matters relating to Member Training and Development.

At its core, the Member Development Plan seeks to address the needs of Members so that they may be better supported in their roles through the provision of appropriate development which is constantly monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality. Ongoing feedback from Elected Members together with information gleaned from Personal Development Reviews is captured in order to inform the development plan and to update the programme for the year.

All Members of the Council have been issued with generic job descriptions and person specifications which includes reference to personal and role development opportunities provided by the Authority.

The attached Development Plan (appendix 1) for the period April 2016 to March 2017 was prepared in order to highlight the main areas of training opportunities being offered for the current financial year. The plan was adopted at the Full Council meeting in May 2016, but has subsequently been updated to take into account additional training sessions etc.

As far as possible, the programme, seeks to accommodate Members needs e.g. a mixture of day and evening sessions and the format of the training varied, offering blended learning sessions e.g. workshops, mentoring, e-learning and one-to-one sessions etc.

Since the plan was presented to full council, an E-Learning officer has been recruited and will commence in post early September. Part of the post holders role will be to take responsibility for the promotion and signposting of both Officers and Elected Members to various training packages available and specifically those available on the All Wales E-Learning platform. It should be noted that in addition to the needs identified in the development plan, Elected Members regularly attend briefing sessions which focus on the Authority's priority business. Details of these briefing sessions are held by the Corporate Transformation team.

The development plan is a "rolling programme" of sessions with the intention of continuing to positively reinforce supporting members in their roles, improving standards and developing good practices that assisted the achievement of the Member Development Charter status awarded to the Council.

In addition, a twelve month Induction programme has been developed by the WLGA (see appendix 2) in collaboration with all Local Authorities in Wales. This shows the potential integration of mandatory training and availability of training resources for the development of all Elected Members following the 2017 elections. This will ensure some degree of consistency across Authorities in terms of available sessions and the programme aims to offer a blended learning approach to the learning.

Regular monitoring of the progress of Elected Member Development is undertaken by the Democratic Services Committee and regular updates are provided to the Committee by the Head of Democratic Services.

## **RECOMMENDATIONS:**

- Your views are sought with respect to any other further training that may be identified for inclusion in the training plan attached in appendix 1
- To comment on the proposed Induction Training Plan post 2017 elections as seen in appendix 2.

**Miriam Williams**  
**Human Resources Development Manager**  
**23/08/2016**



**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/  
DEVELOPMENT PLAN FOR ELECTED MEMBERS  
EBRILL /APRIL 2016 – MAWRTH/MARCH 2017**

**Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Swyddogion/Cynlluniau Datblygu Personol, Aelodau Etholedig/Anghenion Siarter Aelodau ac yn ychwanegol i'r sesiynau briffio misol a drefnir i'r 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 and in addition to the monthly briefing sessions arranged for Elected Members.**

**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>Canllaw y Comisiynydd Pobl Hŷn Cymru Asesiadau Effaith Cydraddoldeb a Chraffu/Older People’s Commissioner WalesPCW Guidance on EHR Impact Assessments &amp; Scrutiny</b></p>	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">11 Mai/May 2016</p>
<p><b>Cyfres o sesiynau Cyllid/Archwilio i gynnwys:/ Series of Finance/Audit sessions to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Datganiad Cyfrifon/Statement of Accounts</b></li> <li>• <b>Fframwaith y Drefn Lywodraethol Newydd ar gyfer Llywodraeth Leol/ New Governance Framework for Local Government’</b></li> <li>• <b>Rheoli Trysorlys/Treasury Management</b></li> </ul>	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p> <p style="text-align: center;">Pwyllgor Archwilio/Audit Committee</p> <p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">I’w drefnu/To be arranged</p> <p style="text-align: center;">Medi/September 2016</p> <p style="text-align: center;">9 Tachwedd/November 2016</p>
<p><b>Sesiwn Caffael/ Procurement Session</b></p>	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">Medi/September 2016</p>

<b>Diweddariad Trwyddedu/ Licencing Update</b>	Pwyllgor Trwyddedu/ Licencing Committee Members	20 Mehefin/June 2016
<b>Trwyddedu Taxis/Taxi Licencing</b>	Pwyllgor Trwyddedu/ Licencing Committee Members	Tachwedd/November 2016
<b>Cyfres o Hyfforddiant &amp; Diweddariad Materion/ Series of Planning Training &amp; Updates</b>	Pwyllgor Cynllunio/ Planning Committee	Fel bô'r angen/ As and when required
<b>Cyfres o sesiynau ar faterion Tai a Cymuned i gynnwys:/ Series of sessions relating to Housing and Community to include:</b>		
<ul style="list-style-type: none"> <li><b>Deddf Tai (Cymru) 2014 gan gynnwys Newidiadau mewn deddfwriaeth Digartrefedd a'r Cynydd mewn Treth Cyngor ar dai gwag tymor hir ag ail- gartrefi</b></li> </ul>	Holl Aelodau Etholedig/ All Elected Members	Tachwedd/November 2016
<ul style="list-style-type: none"> <li><b>Diwygio Lles – newidiadau sydd ar y ffordd gyda'r Credyd Unedol [Universal Credit] : darparwr posib ydi Cyngor Sir y Fflint [dan gytundeb LLC]</b></li> </ul>	Holl Aelodau Etholedig/ All Elected Members	Hydref/October 2016
<ul style="list-style-type: none"> <li><b>Diogelu a Rhiant Corfforaethol/ Safeguarding and Corporate Parenting</b></li> </ul>	Holl Aelodau Etholedig/ All Elected Members	17 Tachwedd/November 2016

<ul style="list-style-type: none"> <li>• <b>Sesiynau Ymwybyddiaeth Diogelu/Safeguarding Awareness Sessions</b></li> <li>• <b>Sesiynau dilyniant - Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 / Follow on sessions - Social Services and Wellbeing (Wales) Act 2014</b></li> <li>• <b>Sesiwn Ymwybyddiaeth Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru)/ Well-being of Future Generations (Wales) Act Awareness Session</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be confirmed</p> <p>I'w gadarnhau/To be confirmed</p> <p>Chwefror/February 2017</p>
<p><b>Cyfres o sesiynau ar faterion Addysg i gynnwys:/ Series of sessions relating to Education to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Cynefino a Sgiliau i Lywodraethwyr/Governor Induction and Skills</b></li> </ul>	<p>Aelodau Etholedig sy'n Lywodraethwyr Ysgolion/ Elected Members who are School Governors</p>	<p>Mae Cyrff Llywodraethol yn derbyn manylion am gwrs e ddysgu cenedlaethol i Lywodraethwyr newydd; hyn wedi ei drefnu drwy Cynnal.</p>

<ul style="list-style-type: none"> <li>• <b>Diogelu/Safeguarding</b></li> </ul>	<p>Aelodau Etholedig sy'n Lywodraethwyr Ysgolion/ Elected Members who are School Governors</p>	<p>Cwrs yn cael ei gynnal yn flynyddol mis Chwefror i Lywodraethwyr sydd gyda chyfrifoldeb Diogelu Plant ar y Corff Llywodraethol.</p>
<ul style="list-style-type: none"> <li>• <b>Sesiwn diweddariad Llywodraethu Gwybodaeth/Information Governance refresher training</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ionawr/January 2017</p>
<ul style="list-style-type: none"> <li>• <b>Hyfforddiant Cyfryngau Cymdeithasol/Social Media Training</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be confirmed</p>
<ul style="list-style-type: none"> <li>• <b>Sgiliau Cadeirio/Chairing Skills</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> <li>• <b>Sgiliau TG/IT Skills</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> <li>• <b>Sgiliau Iaith/Language Skills</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> <li>• <b>Mentora/Mentoring</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> <li>• <b>Cyfansoddiad/Constitution</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be arranged</p>



<p><b>Cyfres o hyfforddiant E-Ddysgu ar gael drwy Academi Cymru Gyfan, i gynnwys:/ Suite of E-Learning training available via All Wales Academy, to include:</b></p> <ul style="list-style-type: none"> <li>• <b>Moesau &amp; Safonau/Ethics&amp; Standards</b></li> <li>• <b>Penderfyniadau i Genedlaethau'r Dyfodol/Decisions for Future Generations</b></li> <li>• <b>Cadeirio Cyfarfodydd/Chairing Meetings</b></li> <li>• <b>Sgiliau Siarad Cyhoeddus/Public Speaking Skills</b></li> <li>• <b>Cynefino a Sgiliau i Lywodraethwyr/Governor Induction and Skills</b></li> </ul> <p><b>Cyngor Gofal Cymru/Care Council for Wales:</b></p> <ul style="list-style-type: none"> <li>• <b>Diogelu/Safeguarding</b></li> </ul>	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
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- 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

Miriam Williams  
Rheolwr Datblygu Adnoddau Dynol/  
Human Resource Development Manager

<b>IOACC Elected Member year long induction programme (based on the WLGA model), which includes mandatory training and availability of training resources 2017/18</b>				
<b>What</b>	<b>Audience</b>	<b>Delivery Method/Responsible Officer</b>	<b>Training materials available/needed?</b>	<b>When - Dates</b>
Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority. WLGA councillors guide to be available hard copy.	Week One
Introduction to the Council, its role and introduction to corporate governance.	All members	Chief Executive	To be developed by staff locally	Week One
<b>ICT induction and equipment</b>	<b>All members (M)</b>	ICT officers, individual sessions.	Session and guidance to be developed by staff locally	Week one
Introduction to service areas	All members	All senior officers	Basic information to be included in introductory package, who's who etc.	Week one
<b>Code of Conduct and Ethics</b>	<b>All members(M)</b>	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 one
<b>Constitutional matters including meeting participation</b>	<b>All members(M)</b>	Monitoring Officer	In house course	1st 6 Months
<b>Social Services and Well-being (Wales) Act</b>	<b>All members (M)</b>	Directors 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.	1st 6 Months
<b>Decisions for Future Generations (Wellbeing of Future Generations Act)</b>	<b>All Members(M)</b>	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.	1 <sup>st</sup> 6 months
<b>Introduction to equalities</b>	<b>All members(M)</b>	Equalities Officers workshop	Available now on AWA e- learning (Governors	1st 6 Months

		and e- learning	module) in addition in-house workshops will be arranged.	
<b>Safeguarding</b>	<b>All members(M)</b>	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	1st 6 Months
<b>Data Management and FOI</b>	<b>All members(M)</b>	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information. In-house sessions also available.	1st 6 Months
<b>Corporate Parenting</b>	<b>All members(M)</b>	Directors of SS	In-house courses delivered. SSIA councillor workbook available.	1st 6 Months
<b>Finance including budgeting and treasury management</b>	<b>All members(M)</b>	Finance Directors e- learning	In-house courses available. E learning required	1st 6 Months
<b>Planning committee new arrangements from Planning Act</b>	<b>Planning Committee(M)</b>	Planning Officer	National materials now being commissioned by WLGA through	Prior to first meeting
<b>Standards</b>	<b>Standards Committee(M)</b>	Monitoring Officer	In House Course Delivery	Prior to first meeting
<b>Licensing</b>	<b>Licensing Committee(M)</b>	Licensing Officer	In House Course Delivery	Prior to first meeting
<b>Audit</b>	<b>Audit Committee(M)</b>	Finance Officer	In House Course Delivery	Prior to first meeting
<b>Appointments, appeals and interview skills</b>	<b>Panel members(M)</b>	HR Director	In House Course Delivery	Prior to participating
<b>The role of Scrutiny</b>	<b>All members(M)</b>	HODS/Scrutiny officers	In House Course Delivery. E-learning in development by WLGA and Scrutiny managers	Prior to first scrutiny meetings
<b>Planning for non- planning</b>	<b>All members</b>	Planning officers/experienced	Materials to be commissioned by Positive	1st 6 months

<b>members - protocols</b>	<b>(M)</b>	member	Planning advisory group (WG funding, planning officers involved)	
Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	2 <sup>nd</sup> 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 6 Months
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings?	2 <sup>nd</sup> 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 <sup>nd</sup> 6 Months
Social Media e.g. Twitter/Facebook	All members	Comms/IT officers or external facilitators depending on local approach	E learning required	2 <sup>nd</sup> 6 months
Education Consortia	All members	Consortia staff	2hr session for 5 authorities from Central South – details to be confirmed	2 <sup>nd</sup> 6 months
New Councillors New Challenges	All members	WLGA 5 regional workshops Key behaviours for successful councillors. Digital Councillors. Managing the money. Meet the members (WG, WAO, NafW, WLGA		October/ November 2017

**(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**