

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

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.**

<b>What</b>	<b>Audience</b>	<b>Delivery Method/Responsible Officer</b>	<b>Training materials available/needed?</b>	<b>When</b>
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).	<b>Week 1</b> 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	<b>Week 1</b> commencing 08/05/2017
ICT induction and equipment including Social Media awareness	All Elected Members <b>(M)</b>	ICT officers, individual sessions.	Session and guidance to be developed by staff locally	<b>Week 1</b> 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.	<b>Week 2</b> commencing 15/05/2017
Code of Conduct and Ethics	All Elected Members <b>(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	<b>Week 2</b> commencing 15/05/2017

<b>What</b>	<b>Audience</b>	<b>Delivery Method/Responsible Officer</b>	<b>Training materials available/needed?</b>	<b>When</b>
Constitutional matters including meeting participation	All Elected Members <b>(M)</b>	Monitoring Officer	In house course	<b>Week 2</b> Commencing 15/05/2017
Finance including budgeting and treasury management	All Elected Members <b>(M)</b>	Finance Directors e- learning	In-house courses available. E learning required	<b>Week 3</b> commencing 22/05/2017
Planning committee new arrangements from Planning Act	Planning Committee <b>(M)</b>	Planning Officer	National materials now being commissioned by WLGA through	<b>Week 4</b> Commencing 29/05/2017
Planning for non-planning members - protocols	All Elected Members <b>(M)</b>	Planning officers/experienced member	Materials to be commissioned by Positive Planning advisory group (WG funding, planning officers involved)	<b>Week 4</b> 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 <b>(M)</b>	HODS/Scrutiny officers	In House Course Delivery. E-learning in development by WLGA and Scrutiny managers	<b>Week 5</b> commencing 05/06/2017
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	<b>Week 5</b> commencing 05/06/2017
Audit	Audit Committee <b>(M)</b>	Finance Officers	In House Course Delivery	<b>Week 5</b> commencing 05/06/2017

<b>What</b>	<b>Audience</b>	<b>Delivery Method/Responsible Officer</b>	<b>Training materials available/needed?</b>	<b>When</b>
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	<b>Week 6</b> commencing 12/06/2017
Corporate Parenting	All Elected Members(M)	Statutory Director of Social Services	In-house courses delivered. SSIA councillor workbook available.	<b>Week 6</b> commencing 12/06/2017
Housing Act	All Elected Members (M)	Head of Service - Housing	In-house	<b>Week 9</b> 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.	<b>Week 9</b> 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.	<b>Week 9</b> 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.	<b>Week 10</b> 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.	<b>Week 11</b> commencing 17/07/2017

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

**(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**

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