

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	DEMOCRATIC COMMITTEE
<b>DATE:</b>	27 <sup>th</sup> SEPTEMBER 2017
<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 THE MEMBER DEVELOPMENT PROGRAMME

**1 BACKGROUND**

The purpose of this report is to provide the Democratic Committee with an update on the progress of the development opportunities offered to Elected Members since the election on 4<sup>th</sup> May 2017.

The Welsh Local Government Association (WLGA) developed an Induction Programme (post May 2017) for newly Elected Members, with input from both Local Authorities and Elected Members across Wales, which includes mandatory training and best practices.

This plan was reviewed and localised with input from Senior Officers and Group Leaders to address the needs of this Authority.

**2 MEMBER TRAINING AND DEVELOPMENT PLAN**

The Development plan for this Authority for 2017/2018 was presented to the Council and adopted 28<sup>th</sup> February 2017. The plan is intended as an evolving document and is amended to reflect the needs of Elected Members and the changing demands on the business (see appendix 1).

The initial phase of the plan has predominantly focused on inducting newly Elected Members into the Authority, ensuring that information about processes/procedures together with an understanding of their role in the Corporate Governance and Strategic Work Programme of IOACC were clarified.

Between May and September 2017 a total number of 20 formal development sessions have been offered (as detailed in appendix 2), of these 2 were specifically for Members of the Planning and Scrutiny Committees, 5 were ad-hoc drop in sessions (IPads). The

average attendance rate for the general sessions has been 51.85% and for the Mandatory sessions as detailed in appendix 3.

Further IPad training will be delivered and additional ad hoc “drop in” sessions planned to address any further individual needs.

Additional to the formal sessions arranged, a number of briefing sessions have been organised by the Senior Leadership Team/Officers during this period. (Details of these sessions are not captured on individual Elected Members’ personal training records within the HR service).

Following each training session, arrangements are made to ensure that details of all presentations are uploaded onto the Elected Members section on MonITor (the Authority’s intranet site), so that these valuable resources are available for future reference if required. Any further training needs identified will be planned as required once feedback/requirements on these needs are received from Members.

## **E-Learning**

A new development for 2017 is the opportunity for Elected Members to access E-Learning programmes to assist with their personal development as part of the Authority’s Smarter Working initiative. These programmes are developed by Welsh Local Authorities in association with the WLGA and are hosted through the All Wales Academy.

Access is expected to be circulated as part of the launch of the IOACC E-Learning Portal during September. This will provide Elected Members with access to further council wide learning resources.

## **Evaluation**

Elected Members are encouraged to complete evaluation sheets (see appendix 4) in order to ensure feedback is received. This assists in establishing whether the training meets the needs of the Members; identifies additional training needs and also serves as a quality assurance exercise.

In addition, details of training offered/attended, is recorded on Members’ personal records, this provides for useful discussion when Personal Development Reviews (PDR) are held.

Capturing such data will also assist Elected Members when completing their annual reports.

## **Costs**

Training delivery is a combination of utilising Officers where possible utilising external providers for particular specialisms. To date, costs have been limited to refreshments/hire of rooms/translation services.

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

Training on PDR's has been included in the annual plan for delivery in the latter part of the year.

Corporate arrangements for undertaking staff annual appraisals is January/February. To align with corporate arrangements/budget allocations, it would be appropriate to carry out Elected Member PDR reviews within the same timeframe.

Job Descriptions pertinent to the role(s) of all Elected Members have been issued and will therefore play a useful part in the discussions that will take place during the reviews.

### **4 WLGA SUPPORT**

There has been a reduction in the funding available from the WLGA which has had direct implications across many areas not least member support and development however national training programmes such as the Leadership Academy and Regional Induction initiatives are still available.

Details of these opportunities are circulated as/when received.

### **5 IN SUMMARY**

The development plan will continue to be updated to reflect the opportunities offered to Elected Members based on identified needs. 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/included in Elected Members' personal training records.

### **6 RECOMMENDATIONS**

Committee is requested to note progress on the Member Development Programme.

**Miriam Williams**  
**HR Development Manager**  
**September 2017**

<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>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>			
<b>**Have noted dates/times where possible**</b>			
<b>What</b>	<b>Audience</b>	<b>Provider</b>	<b>When</b>
Orientation (Council offices and Member support arrangements)	Newly Elected Members	J Huw Jones, Head of Democratic Services	<b>08/05/2017</b>
Introduction to the Council, its role and introduction to Corporate Governance and Strategic Work programme.	All Elected Members	Chief Executive	<b>11/05/2017 &amp; 18/5/2017</b> <b>9.30 – 12.30pm</b>
ICT induction and equipment including Social Media awareness (including Webcasting)	All Elected Members <b>(M)</b>	ICT officers, individual sessions.	<b>10/5/2017: 2- 5 pm</b> <b>12/05/2017:</b> <b>11 – 12.30 pm</b> <b>1 – 2.30 pm</b>
Introduction to service areas	All Elected Members	Senior Officers <b>(2 half day sessions 9.30 - 12.30pm)</b>	<b>11/05/2017</b> <b>&amp;</b> <b>18/5/2017</b>
Code of Conduct and Ethics  &  Mod Gov	All Elected Members <b>(M)</b>	Lynn Ball Monitoring Officer <b>(2 – 3pm)</b>  Pegi Allsop	<b>18/05/2017</b>
Constitutional matters including meeting participation	All Elected Members <b>(M)</b>	Lynn Ball Monitoring Officer <b>(2 -4pm)</b>	<b>05/06/2017</b>
Finance including budgeting and treasury management	All Elected Members <b>(M)</b>	Marc Jones Head of Function (Resources) & S151 Officer <b>(afternoon session - time to be confirmed)</b>	<b>25/05/2017</b>
Planning committee new arrangements from Planning Act	Planning Committee <b>(M)</b>	Dewi Francis Jones, Prif Swyddog Cynllunio/Nia Haf Davies, Planning Officer (Joint Planning Policy Unit Gwynedd and Môn)  <b>(9.30 – 12.30pm)</b>	<b>1/6/2017</b>
Planning for non-planning members - protocols	All Elected Members <b>(M)</b>	Dewi Francis Jones, Chief Planning Officer/ Nia Haf Davies, Planning Officer (Joint Planning Policy Unit Gwynedd and Môn)  <b>(9.30 – 12.30pm)</b>	<b>1/6/2017</b>
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	<b>Monthly briefing sessions commencing June</b>
The Role of Scrutiny Committees	All Elected Members <b>(M)</b>	J Huw Jones, Head of Democratic Services/Anwen G Davies Interim Scrutiny Manager	<b>05/06/2017</b>

Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	Rebecca Davies-Knight Centre for Public Scrutiny	<b>Date to be confirmed</b>
Audit	Audit Committee(M)	Finance Officers	<b>September 2017</b>
Safeguarding	All Elected Members(M)	Directors of Education/Statutory Director of Social Services workshop and E- learning	<b>07/07/2017</b>
Corporate Parenting	All Elected Members(M)	Statutory Director of Social Services	<b>Date to be confirmed (13 or 20/7)</b>
Housing Act	All Elected Members (M)	Shân Lloyd Williams, Head of Service – Housing & Jim McKirdle, Housing Policy Officer, Welsh Local Government Association  (morning session)	<b>06/07/2017</b>
Social Services and Well-being (Wales) Act	All Elected Members(M)	Caroline Turner – Assistant Chief Executive  Alwyn Rhys Jones – Head of Service - Adults & Llyr Bryn Roberts – Interim Head of Service - Children  (9.30 – 11.30pm)	<b>07/07/2017</b>
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members(M)	Senior officers	<b>Date to be confirmed</b>
Data Management and FOI/ICO	All Elected Members(M)	Workshop and E-learning	<b>Date to be confirmed</b>
Introduction to Equalities	All Elected Members(M)	Equalities Officers workshop and E-learning	<b>Date to be confirmed</b>
Community Leadership and Casework	All Elected Members	Senior member with HODS; E- learning	<b>September 2017 onwards</b>
New Executive Development	Executive	External facilitators	<b>September 2017 onwards</b>
New Councillors New Challenges	All Elected Members	WLGA 5 regional workshops – in Llandudno	<b>03/11/2017</b>
Personal Development Reviews & Annual Reports	All Elected Members	WLGA/Senior Officers	<b>November 2017</b>
Chairing Skills (meeting management)	All Chairs	External facilitators/ E learning	<b>September 2017 onwards</b>
Education Consortia	All Elected Members(M)	Consortia staff	<b>September 2017 onwards</b>
Appointments, appeals and interview skills	Panel members(M)	Head of Profession Human Resources	<b>18/09/2017</b>
Standards	Standards Committee(M)	Lynn Ball, Monitoring Officer	<b>Prior to first meeting being held</b>
Licencing	Licensing Committee(M)	Licencing Officer	<b>Prior to first meeting being held</b>

**(M) = Mandatory**

**Further training in both knowledge and skills to be determined from Personal Development Reviews when induction programme completed**

## Atodiad / Appendix 2

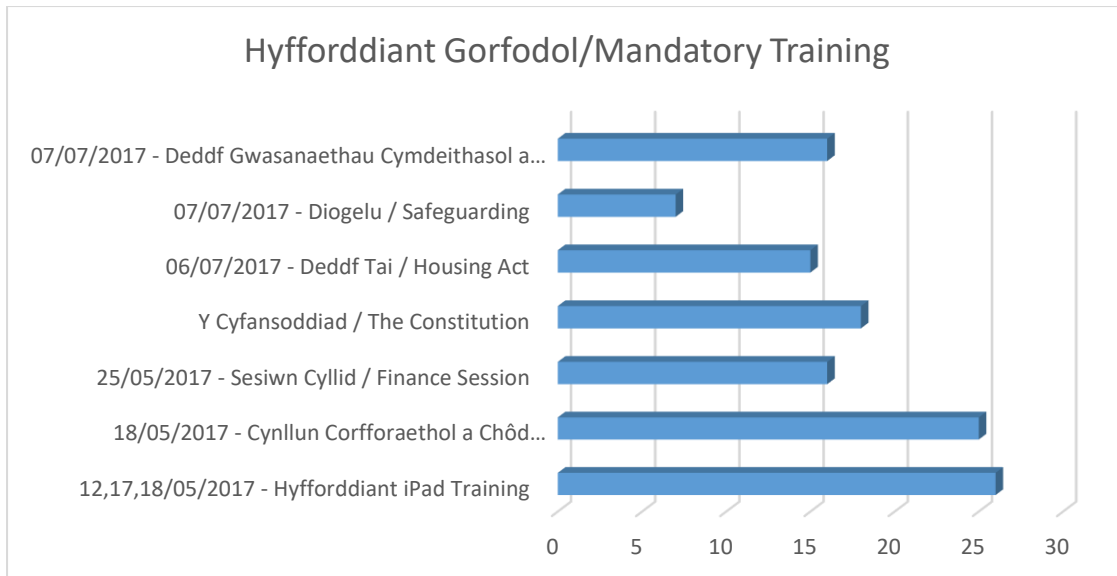
Mai / May 2017							
<b>Teitl Cwrs / Course Title</b>	Cyflwyniad I Wasanaethau'r Cyngor / Introduction to the Authority's Services	iPad**	iPad**	Cynllun Corfforaethol a Chôd Ymddygiad / Corporate Plan & Code of Conduct	Cyflwyniad I Wasanaethau'r Cyngor / Introduction to the Authority's Services	iPad**	Sesiwn Cyllid / Finance Session
<b>Dyddiad / Date</b>	11/05/2017	12/05/2017	17/05/2017	18/05/2017	18/05/2017	18/05/2017	25/05/2017
<b>Wedi Mynychu / Attended</b>	21	12	7	25	14	7	16
<b>Gwahoddir / Invited</b>	30	30	30	30	30	30	30
<b>Ymddiheuriadau / Apologies</b>	0	0	0	0	0	0	3
<b>Heb Fynychu / Non-Attendance</b>	9	0	0	5	16	0	11

Mehefin / June 2017							
<b>Teitl Cwrs / Course Title</b>	Sesiwn Briffio / Briefing Session	Cynllunio / Planning *	Datgan Diddordeb / Declaration of Interest (drop-in)	Craffu / Scrutiny *	Y Cyfansoddiad / The Constitution	Diweddarau Cofrestrau o Diddordeb / Updating Registers of Interest**	Diweddarau Cofrestrau o Diddordeb / Updating Registers of Interest**
<b>Dyddiad / Date</b>	01/06/2017	01/06/2017	02/06/2017	05/06/2017	05/06/2017	12/06/2017	13/06/2017
<b>Wedi Mynychu / Attended</b>	17	10	7	19	18	0	0
<b>Gwahoddir / Invited</b>	30	11	30	19	30	30	30
<b>Ymddiheuriadau / Apologies</b>	0	1	0	0	4	0	0
<b>Heb Fynychu / Non-Attendance</b>	13	0	0	0	8	0	0

Gorffennaf / July 2017				
<b>Teitl Cwrs / Course Title</b>	Deddf Tai / Housing Act	Diogelu / Safeguarding	Deddf Gwasanaethau Cymdeithasol a Lles (Cymru) / Social Services and Well Being (Wales) Act	Materion Cynllunio / Planning Matters
<b>Dyddiad / Date</b>	06/07/2017	07/07/2017	07/07/2017	21/07/2017
<b>Wedi Mynychu / Attended</b>	15	7	16	11
<b>Gwahoddir / Invited</b>	30	30	30	30
<b>Ymddiheuriadau / Apologies</b>	7	13	9	11
<b>Heb Fynychu / Non-Attendance</b>	8	10	5	8

\* Aelodau Pwyllgor yn unig / Committee members only

\*\* Sesiynau galw / Drop in sessions



12,17,18/05/2017 - Hyfforddiant iPad Training	26
18/05/2017 - Cynllun Corfforaethol a Chôd Ymddygiad / Corporate Plan & Code of Conduct	25
25/05/2017 - Sesiwn Cyllid / Finance Session	16
Y Cyfansoddiad / The Constitution	18
06/07/2017 - Deddf Tai / Housing Act	15
07/07/2017 - Diogelu / Safeguarding	7
07/07/2017 - Deddf Gwasanaethau Cymdeithasol a Lles (Cymru) / Social Services and Well Being (Wales) Act	16

Sesiynau Aelodau'r Pwyllgor yn unig / Committee Members only sessions	
01/06/2017 - Cynllunio / Planning *	10/11
05/06/2017 - Craffu / Scrutiny *	19/22

**Datblygu Aelodau / Member Development**

**Teitl yr Hyfforddiant / Training Title**

**Dyddiad / Date**

Enw / Name : .....

1. Beth ydych wedi'i ddysgu a fydd o gymorth i chwi fel aelod yn eich ardal?  
What have you learned that will help you in your role as a member in your ward?

.....  
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2. Beth ydych wedi'i ennill a fydd o gymorth i chwi fel aelod wrth drafod materion tu hwnt i'r plwy? (e.e. materion polisi y Cyngor ayyb).  
What have you gained that will help you as a member in relation to matters beyond your ward (e.g. Council policy matters etc.).

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3. Sut fyddech yn mesur y profiad?  
How would you measure the experience?

Ardderchog  
Excellent

Da  
Good

Iawn  
Satisfactory

Gwael  
Poor

4. Unrhyw sylwadau eraill  
Any other comments

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