

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	14 <sup>th</sup> MARCH 2018
<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

## **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 the report submitted on the 13<sup>th</sup> September 2017.

As previously highlighted, the 2017/18 plan was compiled in conjunction with best practice guidance provided by The Welsh Local Government Association (WLGA). This was reviewed and localised with input from Senior Officers and Group Leaders in order to address the needs of this Authority.

## **MEMBER TRAINING AND DEVELOPMENT PLAN**

As an evolving document, the Development plan has since been amended to reflect the additional training that has been offered since my last report, see Appendix 1.

Between September 2017 and up to the 31 March 2018 an additional 11 formal development sessions have/are being offered. Of these, 5 are specifically for Members of the Scrutiny Committees; one relating to Audit Committees; Licensing Training for Members of the Planning Committee, whilst all Elected Members have been invited to the remainder of the sessions being offered (which includes the Regional Induction session run by the WLGA in Venue Cymru). See note within the Development Plan of targeted audience.

Due to adverse weather conditions, a session relating to Treasury Management was postponed and is due to be re-scheduled early in the next financial year.

Where applicable, Lay members and Standards Committee members are also invited to specific training sessions.

Records of Elected Members' attendance at sessions (arranged by the HR team), are maintained on the Authority's HR/Payroll system and this information is easily accessible in order that they can be included within Elected Members Annual Reports. See Appendix 2 for an overview of the information regarding attendance since last May.

## **Costs**

Training delivery has been a combination of officer led and external providers. The costs to date amount to just under £9,000 which is £4000 over the allocated budget set.

The above expenditure highlights the need to ensure that the development plan for 2018/19 meets essential development needs, and training events are prioritised and costed in order that appropriate budgets can be allocated.

Attendance at development sessions is therefore essential to ensure value for money.

## **E-Learning**

During the past few months considerable efforts have been made to encourage Elected Members to familiarise themselves with the variety of E-Learning programmes available to them.

In order to assist Elected Members with this, the E-Learning Officer has delivered a number of sessions, to Members of Scrutiny and Standard Committees, to provide individuals with knowledge, skills and confidence to utilise the programmes.

## **Evaluation**

Evaluation of training continues to be encouraged in order to establish whether the training meets the Members' requirements and in order to identify any additional needs.

## **TOWN AND COMMUNITY COUNCIL TRAINING**

In addition to the Elected Member Training, the HR section has been assisting to co-ordinate various training sessions for Town and Community Councils.

Arrangements for the provision of Code of Conduct training (which is a statutory requirement) were made for the delivery of 4 sessions during November 2017. Standards Committee Members were also invited to attend. A total number of 69 responded to attend the sessions. One session was postponed due to adverse weather conditions and the session has been re-scheduled for mid March 2018.

The feedback received rated the sessions highly (scoring 5 or above – 6 being the highest). Comments such as “well executed”, “very clear”, “learnt a lot” were made on the evaluation sheets.

The cost of these sessions is just under £2,200.

In addition, a free session recently delivered by Planning Aid Wales was recently held.

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

Arrangements with regards to completion of PDR's for this financial year is due to be completed mid March. This has been co-ordinated by the Head of Democratic Service.

The aim is that the training needs are captured and included within the Member Development Plan for 2018/19 where possible and/or training is sourced to meet individual needs.

### **MOVING FORWARD**

It is acknowledged that some areas of training highlighted within the current Development Plan are still outstanding however the intention is to carry these over into the 2018/19 plan and prioritise as appropriate.

Preparations are already under way to collate training needs in order to inform the Development Plan for 2018/19 with specific requests being made to the Senior Leadership Team/Heads of Service and Group Leaders. In addition information gleaned from the PDR process will also contribute towards this process.

Whilst every effort is made to work collaboratively to ensure cost effectiveness of any training being commissioned, it is essential that data collated from the training needs is prioritised in order to ensure that adequate budget is sourced to support these needs and requirements and that E-Learning be considered as a genuine alternative.

**Miriam Williams**  
**HR Development Manager**  
**March 2018**

<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	David McGrath	<b>4/12/2017</b>
Audit	Audit Committee(M)	Finance Officers	<b>15 &amp; 21 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>April 2018</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>April 2018 onwards</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 <b>E-learning</b>	<b>Date to be confirmed</b>
Community Leadership and Casework	All Elected Members	Senior member with HODS; E- learning	<b>February/March 2018?</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>February 2018</b>
Chairing Skills (meeting management)	All Chairs	External facilitators/ <b>E learning</b>	<b>Date to be confirmed</b>
Education Consortia	All Elected Members(M)	Consortia staff	<b>Date to be confirmed</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</b>
Licencing	Members of the Planning and Licensing Committee	Judith Bramhall	<b>13/03/2018</b>
Chairing Skills & Individual Coaching Sessions	Members of the Scrutiny Committee	David McGrath	<b>15/03/2018</b>
Planning	All Elected Members	Trevor Roberts Associates	<b>05/03/2018</b>
Treasury Management	All Elected Members	Marion Pryor / Claire Klimaszewski	<b>01/03/2018 – Postponed – To be rearranged April 2018 onwards</b>
Risk Management	All Elected Members	Julie Jones, Insurance & Risk Manager	<b>23/03/2018</b>
Adverse Childhood Experiences	All Elected Members	Andrew Bennett	<b>28/03/2018</b>

**(M) = Mandatory**

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

**Note: A separate Scrutiny Development programme is also being run in parallel with this programme**

COURSE TITLES	Number of Attendees
<b>**BASIC SAFEGUARDING</b>	
01/06/2017	18
<b>**BRIEFING SESSION - CORPORATE PLAN &amp; CODE</b>	
18/05/2017	25
<b>**CYMRAEG CLIR</b>	
29/11/2017	1
<b>EFFECTIVE QUESTIONING IN SCRUTINY - EXEC</b>	
04/12/2017	6
<b>EFFECTIVE QUESTIONING IN SCRUTINY - SCRUI</b>	
04/12/2017	14
<b>**FINANCE INCLUDING BUDGETING AND TREASURY</b>	
25/05/2017	16
<b>**GIFTS / HOSPITALITY AND DECLARATION OF I</b>	
02/06/2017	7
<b>**HOUSING ACT</b>	
06/07/2017	15
<b>HOW TO BE A MORE EFFECTIVE AUDIT COMMITTEE</b>	
15/09/2017	6
<b>**INTRODUCTION TO E-LEARNING</b>	
10/01/2018	2
12/01/2018	5
16/01/2018	6
01/02/2018	3
<b>**INTRODUCTION TO THE AUDITOR GENERAL FOR</b>	
21/09/2017	6
<b>**INTRODUCTION TO THE AUTHORITY'S SERVICES</b>	
11/05/2017	21
18/05/2017	14
<b>**IPAD TRAINING</b>	
12/05/2017	14
18/05/2017	7
31/05/2017	6
<b>**PLANNING MATTERS TRAINING</b>	
21/07/2017	11
05/03/2018	11
<b>Planning Training</b>	
01/06/2017	10
<b>**SAFEGUARDING TRAINING</b>	
07/07/2017	7
<b>**THE CONSTITUTION</b>	
05/06/2017	18
<b>**VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE</b>	
- (ELearning)	
19/10/2017	1
24/10/2017	1

\*\*Denotes that course is open to all Elected Members