

**PAPUR / ENCLOSURE
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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	11 th December 2012
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	SENIOR HUMAN RESOURCES DEVELOPMENT OFFICER
CONTACT OFFICER :	MIRIAM WILLIAMS (ext 2512)
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON MEMBER DEVELOPMENT ISSUES

Background

The purpose of this report is to provide the Standards Committee with an update on the following development issues:

- Member Development Plan for 2012 – 2013
- Member Development Plan for 2013 – 2014
- Training recorded 2008 – 2013
- Personal Development Reviews
- Role of the Member Development Group

Member Development Plan (MDP) 2012 - 2013

An updated plan is enclosed in appendix 1 of this report.

The plan highlights a number of Finance related courses which have been organised since the last meeting of the Standards Committee. No other additional training requests have been identified at this stage, however should any additional needs require organising, the MDP will be amended to reflect these.

All training organised for Elected Members (EM) which is organised by the Human Resource Service is recorded on each EM personal training records.

Member Development Plan (MDP) 2013 - 2014

As highlighted in the last report to the Standards Committee, the Member Development Workgroup (MDWG) had at its last meeting specified that the focus for the next few months ought to be on the production of an Induction plan in preparation for the intake of Elected Members in May 2013.

To this end, information already received from departments is being collated and included into an MDP for the next financial year. A draft copy of this document is attached in appendix 2.

As with all other plans, this should be seen as a working document and is reliant on training information being forwarded to the Human Resource Service for collation.

Training recorded 2008 – 2013

In order to provide the Standards Committee with an overview of the development/training EM have received in the last four years, the author has included details of those arranged via the HR Service. This is included in appendix 3 of this report. The information included in this document will also prove useful for the Induction of new EM in 2013.

Personal Development Reviews (PDR)

The Senior HR Development Officer has received no feedback from the review meetings. It is now her intention to arrange for a request to be sent to the reviewers to forward these to the Human Resource Service in order that training needs may be collated and development needs, should there be any, be addressed without delay.

It is hoped that the feedback will provide information which will assist in drawing up the MDP for the next financial year specifically to meet the needs of newly elected Members.

It is anticipated that the PDR process will be fully adopted as part of the EM annual development with an expectation that the process will be truly embedded prior to the 2013 elections. PDR training has been included in the MDP for 2013-2014.

Role of the Member Development Workgroup

As mentioned at the last meeting, the changes highlighted in the Local Government Wales Measure (2011), means that the responsibility for member development has now been transferred to the Democratic Services Committee.

The first formal meeting of this Committee is due to be held on 17/12/2012 to which the author has been invited. An update of the current situation with regards to member development will be provided to the members.

It is intended that a discussion is also to be held with regards to progressing the Authority towards formally applying for the Wales Charter for Member Support and Development Standard.

Miriam Williams
Senior HR Development Officer
December 2012

**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/
DEVELOPMENT PLAN FOR ELECTED MEMBERS
EBRILL/APRIL 2012 – MAWRTH/MARCH 2013**

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
Ymwybyddiaeth Amddiffyn Plant ac Oedolion Bregus/ Child Protection and Vulnerable Adults Awareness X3 sesiwn	Technegol/ Technical	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal	Ebrill/ April 2012	£68 cyfieithu + x4 swyddog Costau Staff/ Staffing costs
“Gweithio Gyda’n Gilydd” – Gweithdy 1 “Working Together” - Workshop 1	Personol/ Personal	Holl Aelodau Etholedig/ All Elected Members	Ymgynghorwyr Hay Consultants	Mai/ May 2012	I’w gadarnhau/ To be confirmed
Diweddaru Trwyddedu/ Licencing Updates	Technegol/Technical	Pwyllgor Trwyddedu – ar y cyd gyda Cyngor Sir Gwynedd/ Licencing Committee Members - jointly with Gwynedd C.C.	Phil Karvin	Mai/ May 2012	£1500

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
“Gweithio Gyda’n Gilydd – Gweithdy 2 “Working Together” - Workshop 2	Personol/Personal	Holl Aelodau Etholedig All Elected Members	Ymgynghorwyr Hay Consultants	Mehefin/ June 2012	I'w Gadarnhau/ to be confirmed
“Gweithio Gyda’n Gilydd – Gweithdy 3 “Working Together “ - Workshop 3	Personol/Personal	Holl Aelodau Etholedig All Elected Members	Ymgynghorwyr Hay Consultants	Gorffennaf/ July 2012	I'w Gadarnhau/ to be confirmed
Diweddariad Cynllunio/ Planning Updates	Technegol/ Technical	Aelodau o'r Pwyllgor Cynllunio/ Planning Committee Members	Allanol/ External	Gorffennaf/ July 2012	£2000

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
Datblygiad Tyrbinau Gwynt/ Wind Turbine Developments	Technegol/Technical	Aelodau o'r Pwyllgor Cynllunio/ Planning Committee Members	Mewnol/ Internal	3 Medi/ September	Dim/ Nil
Sesiwn Cydweithio CLILC – Gweithdy 2 - Cyflwyniad / WLGA Collaboration Workshop 2 – Induction	Technegol/ Technical	Holl Aelodau Etholedig/ All Elected Members	Cynghorau Gogledd Cymru/ North Wales Authorities	7 Medi/ September 2012	Dim/ Nil
Hyfforddiant Aelodau Pwyllgor Archwilio/ Audit Committee Members' Training	Technegol/ Technical	Holl aelodau'r Pwyllgor Archwilio/ All members of the Audit Committee	Pricewaterhous e Coopers LLP	12 Medi/ September 2012	Dim/ Nil

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
Hyfforddiant Adolygiad Datblygiad Personol/ Personal Development Review Training	Personol/Personal	Aelodau ddim yn rhan o'r cynllun peilot gwreiddiol/Members not part of the initial pilot scheme	Sarah Titcombe CLILC/WLGA	17 & 18 Medi/Sept. & 2 Hydref/Oct	Dim/Nil
Rheoli Trysorlys/ Treasury Management	Technegol/ Technical	Holl aelodau'r Pwyllgor Archwilio/ All members of the Audit Committee	?	16 Hydref/ October 2012	Dim/Nil
Sesiwn Cydweithio CLILC - Cyflwyniad / WLGA Collaboration Workshop - Induction	Technegol/ Technical	Holl Aelodau Etholedig/ All Elected Members	CLILC / WLGA	2 Tachwedd/ November 2012	Dim/ Nil
Rheoli Risg/ Risk Management	Technegol/ Technical	Holl aelodau'r Pwyllgor Archwilio/Sgriwtini/ Gwaith All members of the Audit /Scrutiny and Executive Committees	Zurich	6 Tachwedd/ November 2012	

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
Diweddariad Cynllunio/ Planning Updates	Technegol/ Technical	Aelodau o'r Pwyllgor Cynllunio/ Planning Committee Members	Allanol/ External	Tachwedd/ November 2012	£2000?
Cyhoeddi Cofrestrau Stadudol ar lein/ Online Publishing of Statutory Registers	Technoleg Gwybodaeth/ Information Technology	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal	Hydref/ Autumn 2012	Costau Staff/ Staffing Costs
Hyfforddiant Microsoft Outlook Training	Technoleg Gwybodaeth/ Information Technology	Aelodau o'r Pwyllgor Gwaith/ Members of the Executive Committee	Mewnol/ Internal	Tachwedd/ November 2012	Costau Staff/ Staffing Costs
Gweithdy Cyllido/ Budget Workshop	Technegol/ Technical	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal	4/12/2012	Dim/ Nil

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
“Manual For Streets”/”No Place like Home”	Technegol/ Technical	Aelodau o’r Pwyllgor Cynllunio/ Planning Committee Members	I’w Gadarnhau/To be confirmed	I’w Gadarnhau/ To be confirmed	?
Design Review Service *	Technegol/ Technical	Aelodau o’r Pwyllgor Cynllunio/ Planning Committee Members	Cindy Harris, Head of Design Review Design Commission for Wales	I’w Gadarnhau/ To be confirmed	£1000
Diweddariad Materion Cynllunio Planning Updates	Technegol/ Technical	Aelodau Pwyllgor Cynllunio/Planning Committee Members	Allanol/ External	Mawrth/ March 2013	£2000?
Final Accounts	Technegol/ Technical	Audit Committee	PWC	TBC	Dim/Nil

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
IT Skills	Technoleg Gwybodaeth/ Information Technology	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal	Fel yr adnabyddir/ As and when identified	Costau Staff/ Staffing costs
E Ddysgu/ E Learning	Technoleg Gwybodaeth/ Information Technology	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal	Fel yr adnabyddir/ As and when identified	?
“Local Government Measure”	Technegol/ Technical	Holl Aelodau Etholedig All Elected Members	Sarah Titcombe	I’w gadarnhau/ To be confirmed	Dim/ Nil
Diogelu Data/Ymwybyddiaeth Materion Cyfrinachedd/ Data Protection/ Confidentiality Awareness	Technegol/ Technical	Holl Aelodau Etholedig All Elected Members	Partnership working with Gwynedd?	I’w gadarnhau/ To be confirmed	Costau Staff/ Staffing costs

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
Sgiliau Cadeirio/ Chairing Skills	Personol/Personal	Holl Aelodau Etholedig/ All Elected Members	Allanol/ External	Fel yr adnabyddir/ As and when identified	I'w gadarnhau/ To be confirmed
Cyfres o Sesiynau Sgriwtini/ Series of Scrutiny Sessions	Technegol/Personol Technical/Personal	Aelodau Pwyllgorau Sgriwtini/ Members of Scrutiny Committees	Mewnol/ Internal	Fel yr adnabyddir/ As and when identified	Costau Staff/ Staffing costs

Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Comisiynwyr/Adrannau/Cynlluniau Datblygu Personol, Aelodau Etholedig. Bwriedir i'r cynllun gael ei ddiwygio'n briodol fel mae blaenoriaethau'n newid ac bydd yn ddibynol ar argaeledd cyllidebau i'w gefnogi.

This Plan is based on information collated from Commissioners/Departments/Personal Development Plans for Elected Members. The intention is that the plan is amended appropriately as priorities change. The plan is also dependent on availability of budgets to support.

CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG /

DEVELOPMENT PLAN FOR ELECTED MEMBERS

EBRILL/APRIL 2013 – MAWRTH/MARCH 2014

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
LEGAL					
Côd Ymddygiad/ Code of Conduct	Personol/Personal	Holl Aelodau'r Cyngor/ All Elected Members	Mewnol/ Internal		Costau Staff/ Staffing costs
AUDIT & FINANCE					
Hyfforddiant Anwytho I Aelodau Newydd/ New Member Induction Training	Technegol/ Technical	Pwyllgor Archwilio/ Audit Committee	Darparwyr Mewnol ac Allanol/ Internal and External Providers	Mai/Mehefin May/June 2013	

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
ARCHWILIO & CYLLID / AUDIT & FINANCE					
Caffael/ Procurement	Technegol/ Technical	Holl Aelodau/All Members	Mewnol/ Internal	Gorffennaf/ July 2013	Costau Staff/ Staffing costs
Rheoli'r Trysorlys/ Treasury Management	Technegol/ Technical	Pwyllgor Archwilio/Audit Committee	Mewnol/ Internal	Medi/ September 2013	
Adroddiad Cyllidebau/ Statement of Accounts	Technegol/ Technical	Pwyllgor Archwilio/Audit Committee	Darparwyr Mewnol ac Allanol/ Internal and External Providers	Medi/ September 2013	
Rheoli Risg/Risk Management	Technegol/ Technical	Pwyllgorau Sgriwtini ac Archwilio/Audit & Scrutinee Committee	Mewnol/ Internal	Hydref/ October 2013	
Gosod Cyllidebau/ Budget Setting	Technegol/ Technical	Holl Aelodau/All Members	Mewnol/ Internal	Tachwedd/ November 2013	

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
ARCHWILIO & CYLLID/AUDIT & FINANCE					
Effeithiolrwydd Pwyllgor Cynllunio a Threfniadau a Thwyll cownter/ Effectiveness of the Audit Committee & Counter Fraud Arrangements	Technegol/ Technical	Pwyllgor Archwilio/ Audit Committee	Mewnol/ Internal	Rhagfyr/ December 2013	
TAI/HOUSING					
Dyraniad Tai/ Housing Allocations	Technegol/ Technical	Holl Aelodau/ All Members	Mewnol/ Internal	?	
Diwygiad Budd/ Welfare Reform	Technegol/ Technical	Holl Aelodau/ All Members	Mewnol/ Internal	?	
Mesur Tai I Gymru/ Housing Bill for Wales	Technegol/ Technical	Holl Aelodau/ All Members	Mewnol/ Internal	?	

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
TECHNOLEG GWYBODAETH/ICT					
Cyhoeddi Cofrestrau Stadudol ar lein/ Online Publishing of Statutory Registers	Technoleg Gwybodaeth/ Information Technology	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal		Costau Staff/ Staffing costs
Hyfforddiant Microsoft Outlook Training	Technoleg Gwybodaeth/ Information Technology	Holl Aelodau Etholedig/ All Elected Members	Mewnol/ Internal		Costau Staff/ Staffing costs
CYNLLUNIO/TRWYDDEDU					
Diweddaru Trwyddedu/ Licencing Updates	Technegol/Technical	Pwyllgor Trwyddedu Licencing Committee Members			

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
CYNLLUNIO/TRWYDDEDU					
Materion Cynllunio Planning	Technegol/ Technical	Aelodau Pwyllgor Cynllunio/Planning Committee Members	Allanol/ External		
CYFFREDINOL/GENERAL					
Cynlluniau Datblygu Personol/ Personal Development Plans	Personol/Personal	Holl Aelodau/ All Members	Sarah Titcombe CILIC/WLGA		Dim/Nil
Diogelu Data/Ymwybyddiaeth Materion Cyfrinachedd/ Data Protection/ Confidentiality Awareness	Technegol/ Technical	Holl Aelodau Etholedig All Elected Members	Partnership working with Gwynedd?	I'w gadarnhau/ To be confirmed	Costau Staff/ Staffing costs

PWNC SUBJECT	PERSONOL,TECHNEGOL,TG PERSONAL,TECHNICAL,IT	CYNULLEIDFA AUDIENCE	DARPARWR PROVIDER	DYDDIAD DATE	COSTAU COSTS
SGRIWTINI/SCRUTINY					
Cyfres o Sesiynau Sgriwtini/ Series of Scrutiny Sessions: <ul style="list-style-type: none"> - What is Scrutiny - Scrutiny Chairing Skills - Scrutiny Investigative Skills - Scrutiny ICT Training - Performance Managment Framework and use of - Risk Management - Scrutiny Budget Monitoring Role - Scrutiny External Focus 	Technegol/Personol Technical/Personal	Aelodau Pwyllgorau Sgriwtini/ Members of Scrutiny Committees	Mewnol/ Internal	Fel yr adnabyddir/ As and when identified	Costau Staff/ Staffing costs

Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Adrannau/Cynlluniau Datblygu Personol, Aelodau Etholedig.

Bwriedir i'r cynllun gael ei ddiwygio'n briodol fel mae blaenoriaethau'n newid ac bydd yn ddibynol ar argaeledd cyllidebau i'w gefnogi.

This Plan is based on information collated from Departments/Personal Development Plans for Elected Members.

The intention is that the plan is amended appropriately as priorities change. The plan is also dependent on availability of budgets to support.

Member Training Since 2008

ATODIAD / APPENDIX 3

Course	Date
New Members of Planning and Orders Committee	14/05/2008
Planning Seminar	02/06/2008
Dennis Reed Planning Session	17/06/2008
Introduction to Local Government	19/06/2008
Media Skills for Executive Members	24/06/2008
Data Protection & FOI	27/06/2008
Code of Conduct	30/06/2008
Constitution	09/07/2008
N.Wales Conference Venue Cymru	11/07/2008
Planning Seminar	31/07/2008
N.Wales Conference Venue Cymru	08/09/2008
Code of Conduct	29/09/2008
Licensing & Gambling Act	29/09/2008
Senior Executive Briefing - Health & Safety	20/10/2008
Chairmanship Skills Course	29/10/2008
Planning Committee Members Seminar	10/11/2008
Induction for New Members	11/11/2008
N.Wales Conference Venue Cymru	21/11/2008
Financial Matters	25/11/2008
Health & Safety	01/12/2008
Planning Matters	17/12/2008
Cwricwlwm a Ansawdd	14/01/2009
Masterclass - Living Within Our Means	23/01/2009
Personal and Prejudicial Interests	26/01/2009
Materion Lles	12/02/2009
The Authority as a Health Improvement Agency	24/02/2009
Trevor Roberts Associates Planning Appeals Training	25/02/2009
Y Gyfraith	10/03/2009
Planning Committee Seminar	17/03/2009
Basic Word	23/03/2009
Leadership Academy programme	01/04/2009
Materion Cyllid a Phersonel	16/06/2009
Specialised Training on Communications and the Media	14/07/2009
One-to-One e-mails / word	15/08/2008-21/08/2009
Leadership Academy	01/09/2009
Planning Committee Members Seminar	23/09/2009
Prestatyn (Cyllid / Fianance)	29/10/2009
Seminar For Planning Committee Members	18/11/2009
The Role of the Modern Member	23 & 24/03/2010
The Role of Sgruitiny	13/04/2010
A Briefing on the Code of Conduct	20/04/2010
Member Development Workgroup	22/04/2010
Refresher Training on the Code of Conduct	27 + 28/04/2010
The role and effective functioning of the Committee	11/05/2010
Child Protection	19/05/2010
Ethical Operating of the Planning Committee	14/06/2010
Freedom of Information	17 & 18 /06/2010
Audit Committee Training	15/07/2010
Sgruitiny Development Workshop	28/07/2010
Chairing skills	27/09/2010
Risk Management	25/11/2010

Treasury Management	13/12/2010
Ian Bottrill - Political Protocols	19/01/2011
Member Training - Budget Workshop	21/02/2011
Effective Participation in Meetings	10/03/2011
Pre Planning Seminar	16/03/2011
Member Development Commissioning	06/04/2011
Conducting a Scrutiny Review Panel	24/05/2011
Advanced Questioning skills for Members	28/09/2011
Audit Committee - Member's Training	12/10/2011
Personal Development Review Training	27/10/2011
Vulnerable Adults and Child Protection Training	22/05/2012
Induction Training	15/06/2012 & 07/09/2012
Procurement Training	19/06/2012
Licensing Training	21/06/2012
Intergenerational Practice Training	03/07/2012
Misister's Regional event for Elected Member's	05/07/2012
Board	13/07/2012
Planning for the Historic Environment	18/07/2012
Wind Turbine Developments	03/09/2012
Audit Committee Members' training	12/09/2012
Personal Development Review Training	17 & 18/09/2012
Audit Committee - Treasury Management	16/10/2012
Regional Induction Workshops for new Members	02/11/2012
Risk Assessment training	06/11/2012
Budget Workshop for Members	04/12/2012