

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	17 th SEPTEMBER 2019
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HR DEVELOPMENT TRAINEE/ HR DEVELOPMENT MANAGER/
CONTACT OFFICER :	CHERIE DUFFY/MIRIAM WILLIAMS
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

1. 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 13th March 2019. The Report also addresses the queries raised in this meeting.

2. MEMBER TRAINING AND DEVELOPMENT PLAN

The Member Training and Development Plan notes all the training and development opportunities offered to Elected Members in 2019/2020. The plan is an evolving document that is reviewed and adapted regularly to meet Elected Members' training needs. The intention is to update the Development Plan on a quarterly basis and to submit to both to the Standards Committee and Democratic Services Committee in order that specific Officers can identify suitable or specific development courses for various audiences; including the Scrutiny Committee, the Standards Committee and as appropriate to each co-opted member. In addition to this, the Learning and Development team are in the process of creating a quarterly update flyer to be circulated to Elected Members, providing information on the upcoming training events. Please see Appendix 4 for a draft example.

Since the 13th of March we have reviewed and identified additional learning and development needs, which are noted in the training and Development plan (see Appendix 1). These additional development sessions are in the process of being arranged following the Summer recess, commencing September 2019. These topic areas have been identified as a result of PDR feedback and input from, SLT. Group

Leaders will be briefed on the training plan on a regular basis by the Head of Democratic Services.

The Learning and Development team are open to discuss any additional training identified and the Development Programme amended as appropriate.

3. COURSE EVALUATION

In addition to the distribution of course evaluation forms at the end of training, it is planned that an electronic version of the form (as agreed) will be distributed in an attempt to capture as much feedback as possible. To date there has been no uptake on the completion of the electronic evaluation form.

4. RECORDING ATTENDANCE

The Learning and Development team capture information regarding courses offered/attended/declined etc. within their HR systems. In addition to this, Elected Members are reminded at the beginning/end of each training course of the need to ensure they take personal responsibility to record the details on their electronic training record. Once completed these appear on the Council website under each named Member.

5. E-LEARNING

E-Learning continues to be promoted as a method of blended development. Details of the modules undertaken by Elected Members for this financial year are noted in Appendix 2.

At a recent meeting with the NHS Development Team it is understood that updates to the E-Learning platform aims to improve both user and administrative experiences and will in future be more user friendly and accessible.

In line with these updates, accessibility to the E-Learning modules via iPad is to be enhanced. The majority of modules are now accessible via iPads. For a full list of modules, please see Appendix 1.

Communication regarding further developments will be sent out as they occur.

In addition to the above, the Learning and Development team are working alongside the Authority's Audit team to help create an Audit E-Learning module. This initiative is a direct result of a commitment made by all Local Authorities' in Wales to the WLGA to create an enhanced library of modules for Elected Members. It is anticipated that this project will be completed by September 2020.

6. ICT SKILLS

Subsequent to the IT questionnaires issued to Elected Members in early 2019; the Learning and Development team has been working closely with ICT and Democratic Service Officers in an attempt to meet the training needs of the Elected Members. As part of this partnership working, a handbook has been produced and distributed in separate chapters, over a period of weeks.

The information has been distributed in the following chapters:

- Keeping Your iPad Healthy / Council Supported Apps
- Email and Calendar Usage
- Docs@Work (Annotating and editing documents)
- Printing / Using Web@Work

A full version of the handbook has also been distributed.

Alongside the distribution of the handbook, the Learning and Development and ICT teams offered additional support to Elected Members in the format of 'drop in' iPad sessions. To date, very few Elected Members have taken advantage of the 'drop in' sessions, however to ensure that continued support is available, a further two sessions have been planned for October and December.

Details of the sessions will be advertised in due course.

7. SOCIAL MEDIA TRAINING

Following on from the Social Media training offered to Elected Members in December 2018, a follow up communication was circulated in order to determine whether further support was required. Only two Elected Members expressed interest in setting up Social Media Platforms, therefore rather than arranging another group session, it has been decided to provide support on the basis of individual requests.

Contact has been made with those who initially expressed an interest so that this can be taken further.

8. GDPR POWERPOINT PRESENTATION

The presentation from the GDPR training hosted in February 2019 has been translated and is available for Elected Members to access through MonITor. Further GDPR sessions have been organised for the Autumn in order that those who were unable to attend this Mandatory training are given another opportunity to do so. This invitation will include Members of the Standards Committee and Co-Opted Members.

9. EQUALITY & DIVERSITY TRAINING

Two separate Equality and Diversity sessions were arranged and delivered for Elected Members, Lay Members and Standards Committee.

The first session provided a general overview whilst the second session, focussed more on Equality and Diversity Impact Assessments. In total 27 out of a potential 38 individuals attended the former whilst 12 out of 38 attended the Equality Impact Assessment session. Further Equality and Diversity Sessions are planned in order to target those who were unable to attend the previous sessions. For details of attendance on this and all other Mandatory courses please see Appendix 3.

A translated version of the presentation has now been made available on MonITor.

Further Equality and Diversity training sessions have been organised for the Autumn in order that those who were unable to attend this Mandatory training are given another opportunity to do so. This includes Standards Committee and Co-Opted Members.

10. SUMMARY

In conclusion, it is recommended that the matters noted with respect to the Elected Members Training and Development Programme is duly noted and accepted.

**CHERIE DUFFY - HR DEVELOPMENT TRAINEE &
MIRIAM WILLIAMS – HR DEVELOPMENT MANAGER**

SEPTEMBER 2019

Appendix 1

ELECTED MEMBER DEVELOPMENT PROGRAMME 2019/20			
(Where possible, training will be arranged Thursdays/Fridays avoiding the first Thursday afternoon each month to avoid clashes with because of Member briefing sessions. Where possible dates/times have been noted)			
What	Audience	Provider	When
Treasury Management	Audit Committee	Richard Basson	November 2019
Safeguarding Issues 'Mop up'	All Elected Members (M)	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	14 November 2019
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	Presentation by Dafydd Bulman and Rachel Williams. Date: TBC
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members	Workshop - Senior officers and experienced members. E-Learning	Date: TBC
General Data Protection Regulation (GDPR)	All Elected Members (M)	E-Learning/Workshop	25th February 2019 16th October 2019 (Mop Up)

10/09/2019

Appendix 1

Introduction to Equalities	All Elected Members(M)	E-learning/Workshop	28th March 2019 'Mop up' 2019/2020
Community Leadership and Casework	All Elected Members	E- learning	Ongoing
National Approach to Statutory Advocacy - Free Implementation training	All Elected Members	Natalie Brimble TrosGynnal Plant North Wales Advocacy	5th March 2020
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	September - November
Licencing - Update	Members of the Planning and Licensing Committee	Internal Officers	Date: TBC
Personal Safety and online abuse	All Elected Members	Steve Nicol	Date: TBC
Planning <ul style="list-style-type: none"> • Flood Matters • Elected Members role in the planning process 	All Elected Members	Internal Officers	18th September 2020

Appendix 1

Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	26th September 2019
Council Constitution	All Elected Members		Date: TBC
Community Leadership and identifying grants	All Elected Members		Date: TBC
Chairing Meetings	All Elected Members	Available on the Learning@Wales platform	Ongoing

ICT SKILLS

Use of iPads	All Elected Members	Internal	Ongoing
General ICT Skills	All Elected Members – as required	Internal	Ongoing

10/09/2019

E-LEARNING MODULES

Elected Members have flexible access to E-Learning. See below details of current subject areas available. Additional modules will be developed and introduced in due course. The courses noted with (i) below can now be accessed via iPad.

Member Development	Welsh Language	Health and Safety
<ul style="list-style-type: none"> - Ethics and Standards (i) - The Effective Ward Councillor (i) - Public Speaking Skills (i) - Chairing Meetings (i) - Corporate Parenting (i) - Decisions for Future Generations (i) - Introduction to Scrutiny (i) 	<ul style="list-style-type: none"> - Work Welsh Welcome (i) - Work Welsh Welcome Back (i) 	<ul style="list-style-type: none"> - The safe use of Display Screen Equipment (i) - Managing Health and Safety (i) - Food Hygiene (i)
Well-being	Customer Care and Professional Skills	Information Technology
<ul style="list-style-type: none"> - Violence Against Women, Domestic Abuse and Sexual Violence (M) - Introduction to Equality and Diversity (i) - Health Information (i) - Stress Information (i) - Personal Resilience (i) - Prevent (i) (M) - Well-being of Future Generations (Wales) Act 2015 (i) - Pre-Retirement Planning (i) - Basic Safeguarding Awareness (i) - Modern Slavery (i) (M) 	<ul style="list-style-type: none"> - General Data Protection Regulations (GDPR) (i) (M) - Effective Writing (i) - Managing Yourself and Your Time (i) - Effective Minute Writing (i) - Giving and Receiving Feedback (i) - Meeting Skills (i) - Presentation Skills (i) - Emotional Intelligence (i) - Self Development (i) - General Information Governance (i) 	<ul style="list-style-type: none"> - Cyber Awareness (M)

Appendix 1

(M) = Mandatory

The programme is an evolving plan which will be amended to include any additional identified training. In addition, a separate Scrutiny Development programme plus briefing sessions on key issues are offered to Elected Members.

Elected Members are actively encouraged to complete evaluation forms for any training they attend in order to identify any additional training needs. They are also encouraged to record their attendance separately online.

Atodiad 2 / Appendix 2 - Modiwlau E-ddysgu / E-Learning Modules

Categori E-ddysgu / E-learning Category	Modiwl / Module	Wedi cwblhau / Completed
Modiwlau Datblygiad Aelodau / Member Development Modules	Mosau a Safonau/ Ethics and Standards	Kenneth Hughes Richard Owain Jones Shaun Redmond
	Y Cyngorydd Ward Effeithiol / The Effective Ward Councillor	Margaret Roberts Richard Griffiths Richard Jones Shaun Redmond Robin Williams Dafydd Roberts Margaret Roberts
	Sgiliau Siarad Cyhoeddus / Public Speaking Skills	Margaret Roberts Dafydd Thomas Robin Williams
	Cadeirio Cyfarfodydd / Chairing Meetings	Kenneth Hughes Robin Williams
	Rhianta Corfforaethol / Corporate Parenting	Robin Williams Margaret Roberts
	Penderfyniadau i Genedlaethau'r Dyfodol / Decisions for Future Generations	Robin Williams
	Cyflwyniad i Graffu / Introduction to Scrutiny	Margaret Roberts Robin Williams Dafydd Roberts
Modiwlau Gofal Cwsmer a Sgiliau Proffesiynol / Customer Care and Professional Skills Module	Rheoliadau Diogelu Data Cyffredinol (GDPR) / General Data Protection Regulations	
	Ysgrifennu Effeithiol / Effective Writing	
	Rheoli Eich Hun a'ch Amser / Managing Yourself and Your Time	
	Ysgrifennu Cofnodion Effeithiol / Effective Minute Writing	
	Rhoi a Derbyn Adborth / Giving and Receiving Feedback	
	Sgiliau Cyfarfod / Meeting Skills	
	Sgiliau Cyflwyno / Presentation Skills	
	Deallusrwydd Emosiynol / Emotional Intelligence	Dafydd Rhys Thomas Robin Williams
	Hunan Datblygiad / Self Development	
General Information Governance	Dylan Rees Dafydd Thomas	
Llesiant / Well-Being	Trais yn Erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol / Violence Against Women, Domestic Abuse and Sexual Violence	Robin Williams Dafydd Roberts Nicola Roberts Dafydd Rhys Thomas
	Atal / Prevent	
	Cyflwyniad i Gydraddoldeb ac Amrywiaeth / Introduction to Equality and Diversity	
	Ymwybyddiaeth Straen / Stress Awareness	
	Cadernid Personol / Personal Resilience	
	Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 / Well-being of Future Generations (Wales) Act 2015	
	Cynllunio Cyn Ymdddeol / Pre-Retirement Planning	
	Diogelu - Ymwybyddiaeth Sylfaenol / Basic Safeguarding Awareness	Robin Williams
Caethwasiaeth Fodern / Modern Slavery	John Roberts	
Iechyd a Diogelwch / Health and Safety	Defnyddio Offer Sgriniau Arddangos (OSA) / The Safe Use of Display Screen Equipment (DSE)	Dafydd Rhys Thomas
	Rheoli Iechyd a Diogelwch / Managing Health and Safety	Dafydd Rhys Thomas
	Modiwl Glendid Bwyd / Food Hygiene Module	
Technoleg Gwybodaeth / Information Technology	Ymwybyddiaeth Seibr / Cyber Awareness	

Atodiad 2 / Appendix 2 - Hyfforddiant Gorfodol / Mandatory Training

Hyfforddiant / Training	05/06/2018				12/07/2018				14/11/2018				25/02/2019				28/03/2019			
	Diogelu / Safeguarding				Arwain yn Ddiogel IOSH Leading Safely				Arwain yn Ddiogel 'Mop Up' / Leading Safely				RhDCC / GDPR				Sesiwn Cydraddoldeb / Equalities Session			
Enw / Name	Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheu riadau / Apologies	Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheu riadau / Apologies	Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheuriadau / Apologies	Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheu riadau / Apologies	Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheu riadau / Apologies
Aled M Jones	✓	✓		✓	✓	✓							✓		✓		✓			✓
Alun Roberts	✓	✓			✓		✓		✓	✓			✓	✓			✓	✓		
Alun W Mummery	✓				✓		✓		✓	✓			✓	✓			✓	✓		
Bob Parry	✓	✓			✓	✓							✓	✓			✓	✓		
Bryan Owen	✓	✓			✓	✓							✓		✓		✓	✓		
Carwyn Elias Jones	✓				✓		✓		✓	✓			✓	✓			✓	✓		
Dafydd Rhys Thomas	✓	✓			✓	✓							✓	✓			✓	✓		
Dafydd Roberts	✓	✓			✓	✓							✓			✓	✓			✓
Dylan Rees	✓	✓			✓	✓							✓	✓			✓	✓		
Eric W Jones	✓	✓			✓	✓							✓		✓		✓	✓		
Glyn Haynes	✓				✓	✓							✓	✓			✓	✓		
Gwilym Jones	✓	✓			✓	✓							✓	✓			✓	✓		
Ieuan Williams	✓	✓			✓		✓		✓			✓	✓	✓			✓			✓
John Arwel Roberts	✓				✓	✓							✓	✓			✓			✓
John Griffith	✓	✓			✓	✓							✓	✓			✓	✓		
Kenneth P Hughes	✓	✓			✓	✓							✓	✓			✓	✓		
Lewis Davies	✓	✓			✓		✓		✓			✓	✓	✓			✓	✓		
Llinos Medi Huws	✓				✓		✓		✓	✓			✓		✓		✓	✓		
Margaret M Roberts	✓				✓	✓							✓	✓			✓	✓		
Nicola Roberts	✓	✓			✓		✓		✓	✓			✓		✓		✓		✓	
Peter Rogers	✓	✓			✓			✓	✓	✓			✓	✓			✓	✓		
R Meirion Jones	✓	✓		✓	✓		✓		✓	✓			✓			✓	✓	✓		
Richard Dew	✓	✓			✓	✓							✓		✓		✓	✓		
Richard Griffiths	✓				✓	✓							✓	✓			✓			✓
Richard Owain Jones	✓				✓		✓		✓			✓	✓		✓		✓			✓
Robert Llewelyn Jones	✓	✓			✓		✓		✓		✓		✓		✓		✓		✓	
Robin W Williams	✓				✓	✓		✓		✓			✓	✓			✓			✓
Shaun J Redmond	✓	✓			✓		✓		✓		✓		✓		✓		✓	✓		
Trefor Lloyd Hughes	✓	✓			✓		✓		✓	✓			✓		✓		✓		✓	
Vaughan Hughes	✓				✓		✓		✓		✓		✓		✓		✓		✓	
John Mendoza	✓				✓		✓		✓				✓				✓	✓		
Dilwyn Evans					✓												✓	✓		
Anest Frazer					✓												✓	✓		
Islwyn Jones					✓												✓	✓		
Mike Wilson					✓	✓											✓	✓		
Dilys Shaw					✓												✓	✓		
Denise Harris-Edwards					✓												✓	✓		
John R Jones					✓	✓											✓	✓		

16/05/2019

Hyfforddiant Asesu Effaith Cydraddoldeb /
Equality Impact Assessment

Gwahodd / Invited	Wedi Mynychu / Attended	Ddim wedi Mynychu Non-Attendanc e	Ymddiheu riadau / Apologies
✓			✓
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Elected Member Training Programme

Welcome to the first Elected Member Quarterly Training Update.

Listed below are the Training and Development Opportunities that are to be held between September and December 2019.



Dealing with Challenging Situations

This training session will explore the skills, knowledge and confidence necessary to identify challenging issues and situations and to deal with conflict more effectively.

26th September 2019

GDPR 'Mop Up'

This course will give an introduction to the GDPR Act and explain the changes in individual responsibilities. This course is a 'Mop Up' session and is only mandatory for Elected Members who did not attend the previous session in February.

16th October 2019



Safeguarding 'Mop Up'

This training session gives an overview into the safeguarding responsibilities in your role as an Elected and your role in the community. It is mandatory for all Elected Members who could not attend the 2018 training session to participate in this session.

14th November 2019

E-Learning Portal

Please note that the following E-Learning modules are mandatory for all staff and Elected Members to complete. Please click on icon below to access the desired module:

