

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	<b>DEMOCRATIC COMMITTEE</b>
<b>DATE:</b>	<b>10<sup>th</sup> DECEMBER 2019</b>
<b>TITLE OF REPORT :</b>	<b>MEMBER DEVELOPMENT</b>
<b>REPORT BY :</b>	<b>HR DEVELOPMENT TRAINEE/ HR DEVELOPMENT MANAGER/</b>
<b>CONTACT OFFICER :</b>	<b>CHERIE DUFFY/MIRIAM WILLIAMS</b>
<b>PURPOSE OF REPORT :</b>	<b>TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME</b>

## **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 25<sup>th</sup> September 2019. The Report also addresses the queries raised at 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 creating a quarterly update flyer providing information on the upcoming training events which will be circulated to all Elected Members and promoted within the Members Lounge. See Appendix 1 for details.

Since the September additional learning and development needs have been identified and are noted in the Training and Development plan (see Appendix 2). Some of the more recent learning and development opportunities conducted for Members include, Planning training refresher, Safeguarding, General Data Protection Regulations follow up and Treasury Management. Further development sessions have also been arranged after the Christmas period.

The subject areas have been identified as a result of Personal Development Review feedback, input from the Senior Leadership Team/Heads of Service and Group Leaders.

The intention is for the Head of Democratic Services to brief Group Leaders on the training plan on a regular basis.

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

### **3. COURSE EVALUATION**

As previously agreed, in addition to the distribution of course evaluation forms at the end of training events, electronic version of the forms are also distributed in an attempt to capture as much feedback as possible.

To date, there has been limited uptake on the option to complete the evaluation form electronically.

### **4. RECORDING ATTENDANCE**

Elected Members are regularly reminded of the need to ensure they take personal responsibility to record the details on their electronic training record at the beginning/end of each training course. Once completed, details will appear on the Council website under each named Member. Details regarding the process for recording has recently been re-distributed for information.

In addition, details regarding courses offered/attended/declined etc. is captured within HR systems.

Recently the HR Development Manager attended a Group Leaders meeting to highlight training events planned and report on attendance at events. As a result, it was agreed that wherever possible “twilight sessions” would be an option in an attempt to enable those with other work commitments to attend.

A request was made that the HR Development Manager provide Group Leaders with details of training each of their respective Members had attended since their election in 2017.

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

Arrangements with regards to completion of PDR's for the forthcoming financial year is due to be completed mid-March, 2020. This will be co-ordinated by the Head of Democratic Service.

The aim is that training needs are captured and included within the Member Development Plan for 2020/21 where possible and/or training is sourced to meet individual needs.

**Cherie Duffy, HR Development Trainee/  
Miriam Williams, HR Development Manager  
December 2019**



## Elected Member Training Programme

Listed below are the Training and Development Opportunities that are to be held between November 2019 and March 2020

### National Approach to Statutory Advocacy

The aim of this session is to understand the role of an advocate and the different types of advocacy. This course will provide more information on the history of the National Approach and the arching principles.

**March 2020**



### Licensing Training

This training session gives an overview of the Licensing Act 2003 and focuses on relevant licensing matters such as licencing application, licencing sub-committee hearings and licence reviews.

**Date: TBC**

### 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:



Appendix 1

<b>ELECTED MEMBER DEVELOPMENT PROGRAMME 2019/20</b>			
<b>(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)</b>			
<b>What</b>	<b>Audience</b>	<b>Provider</b>	<b>When</b>
Treasury Management	Audit Committee	Richard Basson	<b>November 2019</b>
Safeguarding Issues 'Mop up'	All Elected Members <b>(M)</b>	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	<b>14 November 2019</b>
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	<b>Presentation by Dafydd Bulman and Rachel Williams. Date: TBC</b>
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members	Workshop - Senior officers and experienced members. E-Learning	<b>Date: TBC</b>
General Data Protection Regulation (GDPR)	All Elected Members <b>(M)</b>	E-Learning/Workshop	<b>25<sup>th</sup> February 2019 16<sup>th</sup> October 2019 (Mop Up)</b>

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Introduction to Equalities	All Elected Members(M)	E-learning/Workshop	<b>28<sup>th</sup> March 2019</b> <b>'Mop up' 2019/2020</b>
Community Leadership and Casework	All Elected Members	E- learning	<b>Ongoing</b>
National Approach to Statutory Advocacy - Free Implementation training	All Elected Members	Natalie Brimble TrosGynnal Plant North Wales Advocacy	<b>5<sup>th</sup> March 2020</b>
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	<b>September - November</b>
Licencing - Update	Members of the Planning and Licensing Committee	Internal Officers	<b>Date: TBC</b>
Personal Safety and online abuse	All Elected Members	Steve Nicol	<b>Date: TBC</b>
Planning <ul style="list-style-type: none"> <li>• Flood Matters</li> <li>• Elected Members role in the planning process</li> </ul>	All Elected Members	Internal Officers	<b>16th October 2019</b> <b>25<sup>th</sup> November 2019</b>

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Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	<b>26<sup>th</sup> September 2019</b>
Council Constitution	All Elected Members		<b>Date: TBC</b>
Community Leadership and identifying grants	All Elected Members		<b>Date: TBC</b>
Chairing Meetings	All Elected Members	Available on the Learning@Wales platform	<b>Ongoing</b>
Lone Working	All Elected Members	Stephen Nicol	<b>Date: TBC</b>

**ICT SKILLS**

<b>Use of iPads</b>	All Elected Members	Internal	<b>Ongoing</b>
<b>General ICT Skills</b>	All Elected Members – as required	Internal	<b>Ongoing</b>

04/12/2019

**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.**

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



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<ul style="list-style-type: none"><li>- Pre-Retirement Planning (i)</li><li>- Basic Safeguarding Awareness (i)</li><li>- Modern Slavery (i) <b>(M)</b></li></ul>	<ul style="list-style-type: none"><li>- General Information Governance (i)</li></ul>	
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**(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.**