

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	15th DECEMBER 2020
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	TRAINING MANAGER - HUMAN RESOURCES
CONTACT OFFICER :	MIRIAM WILLIAMS
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF MEMBER DEVELOPMENT AND TRAINING 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 11th March 2020.

The current pandemic has obviously had an impact on the training delivery.

2. MEMBER TRAINING AND DEVELOPMENT PLAN

The Member Training and Development Plan attached (appendix 1) is the plan for the Financial Year 2019/2020, with some events outstanding. In order to highlight those events completed, the author has placed a RAG status in order to easily identify those which may need to be carried over into the 2020/22 plan.

Very little activity has taken place in terms of training offered to Elected Members during the last quarter of 2019/2020 due to the pandemic.

The intention is to gather training needs and formulate a revised Development plan for the current period up until the elections in 2022 and submit to Full Council for approval.

3. PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's for the forthcoming financial year were to be completed mid-March, 2020 with this activity being co-ordinated by the Head of Democratic Service.

Training needs have been included in the draft plan and focus primarily on chairing skills and use of ICT. The plan will be further updated following completion of the annual PDR's during quarter four.

4. TRAINING DELIVERY

On a general note, due to social distancing requirements, traditional training delivery methods have not been an option over the past few months, with all arranged training courses booked having been postponed. Regular review of arrangements are taking place.

Training providers have been contacted to establish whether alternative methods of training delivery through social media such as MS Teams/Zoom with a view to delivery of relevant webinars. Future delivery of Elected Member training may well see an increased use of this method of delivery. The options within these webinars allow flexibility for attendees to contribute/do groupwork etc. This option could also potentially also reduce training costs.

During the lockdown period, some training/guidance on the use of MSTeams has been available by ICT Officers to Elected Members in order to facilitate the ability of Members to participate in meetings. Members of the Audit Committee have also attended webinars with CIPFA.

E-Learning modules, accessed via the Authority's Learning Pool platform continue to be available, with an increased amount of additional information being included on a weekly basis. The Learning and Development Team are considering developing an Elected Members' Section on the Authority's E-Learning platform so that communication regarding training events/health and wellbeing information can be easily accessed.

As always, support with regards to ICT skills are available on a 1-1/group basis should this be required.

5. WLGA

Discussions have been held with the WLGA Policy and Improvement Officer, in order to establish what resources may be available during this period. It is hoped that guidance and information with regards to future training provision will be shared across all Authorities.

Work on E-Learning modules for Elected Members continues.

6. RECOMMENDATIONS

- Views are requested from the Committee on the draft plan up to local elections in 2022
- All training needs emanating from Personal Development Reviews be forwarded to the HR Training Manager by 28 February 2021 in order that the plan can be revised and training prioritised
- Training Plan for 2020/2022 be presented for approval to the Democratic Services Committee prior to submission of the Full Council in 2021.

**MIRIAM WILLIAMS
HR TRAINING MANAGER
DECEMBER 2020**

ELECTED MEMBER DEVELOPMENT PROGRAMME			
(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)
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: 02/04/2020
Personal Safety and online abuse	All Elected Members	Catrin Love	Date: TBC
Planning <ul style="list-style-type: none"> Flood Matters Elected Members role in the planning process 	All Elected Members	Internal Officers	16 October 2019
Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	26 th 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
Domestic Abuse	All Elected Members		Date: TBC March / April 2020

ICT SKILLS

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

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)

(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.

DEVELOPMENT AREAS FOR CONSIDERATION FOR 2020/2022

1. GENERAL PRIORITIES IDENTIFIED BY WLGA

- Community Work *
- Making essential decisions
- Update Members on the Authority's plans/actions in order that they are able to inform and measure the needs of the community;
- Decisions regarding COVID matters;
- Financial pressures and setting budgets in light of austerity;
- Brexit;
- Chairing and taking part in remote meetings;
- ICT use
- Re-Visiting Scrutiny in an emergency
- Personal Resilience
- Opportunities for Members of the Cabinet

Suggestions for the next 18 months:

Focus on continuing with briefing sessions rather than group training with access to information/relevant individuals with good examples of best practice that will enable them to be innovative and respond quickly to changing situations – specifically regarding Planning/Housing/Social Care and Education.

2. SOCIAL MEDIA

- **Consider:** Positive/Appropriate marketing as these areas are intertwined into all aspects of Member's work including Data Security, Safeguarding, Discipline of the Code of Conduct, Commercial Confidentiality etc. It's likely that members of the public communicate regularly with Elected Members via social media and Elected Members need to be familiar with their obligations in using Facebook, Twitter etc.

** Previous session held in 2018, with 11 attending – with the current situation, perhaps more use is being made of this activity and therefore may need more support?

3. FINANCE

- Treasury Management – Annual Update
- Fraud
- Managing Risk
- Audit Matters – E-Learning module

4. SCRUTINY

- Public Speaking in remote Meetings of the Scrutiny Committees – Protocols
- Effective use of Scrutiny

5. PLANNING MATTERS

- Awareness of the Local Development Plan and the Monitoring report etc.
- Vacant seat on the planning committee therefore specific training on planning matters will be required by the new Member

Appendix 1

- Awareness sessions on the findings of the AMB

6. LLESIANT AELODAU A GWEITHIO O BELL

- Use of the resources available on IOACC Learning Pool platform

7. DIGITAL SKILLS

- Cyber Security Awareness