

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	28th JUNE 2022
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HUMAN RESOURCES TRAINING MANAGER
CONTACT OFFICER :	MIRIAM WILLIAMS (extension 2512)
PURPOSE OF REPORT :	TO PROVIDE AN OVERVIEW OF THE INDUCTION PROGRAMME FOR ELECTED MEMBERS FOLLOWING THE MAY 2022 ELECTION

1. BACKGROUND

The purpose of this report is to provide the Standards Committee with an overview of the Induction programme offered to Elected Members following the local elections that took place in May 2022.

An Induction Curriculum Framework for Candidates and New Members in Wales has been drafted by the WLGA, which sets out a suggested guide for what activities should be considered when developing local programmes to support Elected Members.

This framework is the basis upon which the programme for Isle of Anglesey County Council has been developed.

2. THE PLAN

The first publication of the plan has been circulated in the form of an Induction Bulletin for Elected Members which can be seen in Appendix 1. For ease of access, an electronic version of this document has been included in the Elected Members Dashboard within the E-Learning Platform, Learning Pool.

The plan highlights the key priority areas identified for the initial Induction period up to June 2022. This document will naturally evolve due to external/internal influences; changing priorities and legislation with the intention is in due course, to form another Induction Bulletin to cover the period July to October 2022.

Between 11th May and 30th June, 23 training days will have been offered, with sessions e.g. Chief Executive's Welcome; Information Technology sessions;

Introduction to Children's Service, providing flexibility with regards to the choice of dates/times to attend.

Generally the numbers that have taken advantage of these opportunities have been encouraging. Data is still being collated/inputted to ensure records are complete and to establish whether repeat sessions may be required.

3. METHODS OF DELIVERY

On a general note, over the past 2 years traditional training delivery methods have not been an option however with the review/lifting of Covid restrictions and as the Authority is returning to a more hybrid way of working, it is envisaged that a hybrid method of training delivery will also be developed.

Future training/briefing delivery will continue to take place via media such as MS Teams/Zoom; the utilisation of the Authority's E-Learning platform, Learning; briefing sessions and possibly also via face to face sessions.

Consideration will also be given on timings of when sessions will be delivered, taking into account work/caring commitments etc., therefore wherever possible and practicable will seek to offer Members options of dates and times.

In addition, partnership working across the region/delivery by in-house specialists will be factored into the plan for 2022/2023 to ensure best use of resources and value for money is achieved.

4. IN SUMMARY

The development plan will be reviewed regularly and revised upon further input from stakeholders in order to ensure that plans respond to the needs and to ensure timely delivery.

5. RECOMMENDATIONS

- To note of the content of the plan and provide relevant feedback

Members Induction Bulletin

Issue 2 – Induction and Training Programme

May – June 2022



www.ynysmon.llyw.cymru

www.anglesey.gov.wales



INDUCTION AND TRAINING PROGRAMME MAY – JUNE 2022

When?	Title	Subject/Area of Work	Medium	Relevant to:	Date to be held
INITIAL FEW DAYS	PRACTICAL MATTERS	<ul style="list-style-type: none"> ICT assistance/receipt of equipment ID card and photo 	In person (at Council Headquarters) Officers	All Elected Members	11/5/2022
	CYBER SECURITY	<ul style="list-style-type: none"> Understand the principles and personal responsibilities 	Online presentation via video		& 12/5/2022
	ROLE OF THE ELECTED MEMBER	Introduction to the role and to local government	WLGA Website https://www.wlga.wales/member-development-and-support which includes a variety of resources for Elected Members		Optional
	WELCOME TO THE AUTHORITY	Introduction to the Isle of Anglesey Authority; Provide an overview of the Authority's vision	Presentation (remotely/face to face). Chief Executive	All Elected Members	16/5/2022 & 17/5/2022
	FINANCE MATTERS	Overview of Financial matters	Presentation (remotely/face to face). Head of Function (Resources) & S151 Officer	All Elected Members	2pm – 3pm 19/5/2022

	CODE OF CONDUCT AND ETHICS	Overview of Democratic arrangements - i.e. Input in meetings; rules and standing orders etc.	Presentation (remotely/face to face). Monitoring Officer	All Elected Members	10am – 12pm 20/5/2022
	INTRODUCTION TO THE AUTHORITY'S SERVICES	An overview of the Services' responsibilities and an opportunity for Elected Members to ask questions	Presentations - (remotely/face to face) Directors/Heads of Services/Officers	All Elected Members	
			Social Services – Adults & Education		4.30pm – 6.30pm 23/5/2022
			Finance & Housing		4.30pm – 6.30pm 24/5/2022
			Corporate Transformation & Regulation		4.30pm – 6.30pm 25/5/2022
			Highways/Property/Waste & Council Business		4.30pm – 6.30pm 26/5/2022
			Social Services - Children		5.30pm – 6.30pm 8/6/2022 OR 9am – 10am 9/6/2022
	CONSTITUTION	Provide and understanding of the	Presentation – (remotely/face to face)	All Elected Members	10 am – 12pm

		requirements upon Elected Members	Monitoring Officer		27/5/2022
	ICT SKILLS SESSIONS	Support Elected Members to become familiar with the different ICT systems available	Presentation – (face to face) Officers	All Elected Members	9.30am– 3.30pm 26/5/2022 & 27/5/2022
	DEALING WITH DATA/PERSONAL INFORMATION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER	Introduction session: Understand general obligations of GDPR and the Data Protection Act 2018; Understand specific requirements of the Act; Understand how to comply with the Act	E-Learning Module Introduction	All Elected Members	Complete by 31/5/2022
	PLANNING COMMITTEES	The Planning Process and role of the Committee The Planning Process – Session for Elected Members with items which will be raised in Committees soon.	Presentation – (remotely/face to face) Planning Officers	Committee Members Specific Members	1-1 Sessions 9.30am – 4.30pm 06/6/2022 & 07/6/2022

LICENCING	Provide an understanding of the role and responsibilities of the Licencing Committee	Presentation – (remotely/face to face) Officers	Specific Members	2pm – 4pm 1/6/2022	
APPOINTMENTS PANEL	Overview sessions to gain an understanding of the role of specific Committees and the responsibilities of Elected Members	Presentation – (remotely/face to face) Officers	Specific Members	Immediately prior to Committee Panel	
ICT SKILLS SESSIONS	Support Elected Members to become familiar with the different ICT systems available	Presentation – (face to face) Officers	All Elected Members	9.30am– 3.30pm 9/6/2022 & 10/6/2022	
WHAT MAKES A GOOD COUNCILLOR?	Understanding the role and tips on dealing with the electorate; communication via social media etc.	WLGA E-Learning module	All Elected Members	Optional	
EDUCATION MATTERS	New Curriculum for Wales & Strategy for Schools ICT	Presentation - (remotely/face to face). Officer/GwE		5.30 pm – 6.30 pm 16/6/2022	

		New Legislation Additional Learning Needs	Presentation - (remotely/face to face). Officer		5.30 pm – 6.30 pm 23/6/2022
		Elected Member's Role as a Governor	Presentation - (remotely/face to face). Officer		5.30 pm – 6.30 pm 30/6/2022
	SAFEGUARDING MATTERS – CHILDREN AND VULNERABLE ADULTS	Mandatory safeguarding sessions <ul style="list-style-type: none"> • Domestic Violence/Violence Against Women • Modern Slavery • Prevent 	E-Learning Modules	All Elected Members	By 30/6/2022

ADDITIONAL SESSIONS AVAILABLE ON REQUEST

ON REQUEST	ICT TRAINING	One to one/Group sessions to assist ICT equipment/software	Face to Face Relevant Officers/External Providers	Available to all Elected Members upon request	
	WORKPLACE ASSESSMENT	Workplace Assessment – ensure working in a safe environment	E-Learning Module		
	SOCIAL MEDIA	Have an understanding of how to make social media work for Councillors; what to share or not; how not to behave on social media; bullying and personal safety	Presentation - (remote/face to face) External Provider		

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.

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

(M) = Mandatory