

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	28 th JUNE 2023
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 2023/24 TRAINING AND DEVELOPMENT PROGRAMME FOR ELECTED MEMBERS

1. INTRODUCTION

The purpose of the report is to present the 2023/24 Elected Member Training and Development Plan to the Democratic Services Committee.

2. PLAN FOR 2023-2024

As highlighted in section 4 of the Member Development Strategy, The Local Government and Elections (Wales) Act 2021 requires that local authorities provide every Member with the opportunity to have an annual review of his/her training needs. Usually the leader of the political group holds these discussions with group members.

The interview should concentrate on the role and responsibilities and the output from the above will be a personal Development Plan for each Member who undertakes an interview or who provides his/her training needs to the Head of Democratic.

In order to ensure the Training programme addresses the Authority's overall needs, the Authority's Strategic Leadership Team and Heads of Service have been consulted and invited to submit any potential Member development and training needs for his/her area of responsibility.

The plan for 2023-24 (Appendix 1) has been divided into the following specific headings; Mandatory training; General; Health and Wellbeing; On Request and E-Learning Modules. Direct links relating to the training that's available will be included within the Development Plan which will be presented to the Chair of Democracy and Head of Democracy for approval.

3. COMMUNICATION

A copy of the plan will be promoted in the form of a Bulletin for Elected Members which will be published and circulated with the intention of promoting the training that's been arranged and highlighting the dates/times (where possible).

Electronic versions of the bulletins will be included within the Elected Members Dashboard on the Authority's E-Learning Platform, Learning Pool. Within this platform Elected Members can also access additional information relating to Health & Wellbeing; generic modules as well as those specifically for their roles.

Invitations to attend training will be shared through the usual arrangements via the CefnogaethAelodau email address in addition to invitations via appointments.

As good practice, the Training Team will seek to obtain feedback relating to the sessions held, in order to provide attendees with the opportunity to provide comments e.g. about the content, in addition to highlighting any further training they would wish to receive.

Quarterly reports will be distributed to Group Leaders which will include details of the relevant Group Members who have been invited/attended to the training sessions offered by the Training Team.

4. METHODS OF DELIVERY

Delivery of sessions continues in the main to take place via media such as MS Teams/Zoom as well as utilising the additional resources available on the Authority's E-Learning platform, Learning Pool, allowing access at any time. The intention during 2023/24 where appropriate and suitable is to offer face/face and hybrid sessions.

Timings of sessions is continually being reviewed in terms of when sessions are delivered i.e. daytime/late afternoon/early evening, so that work/caring commitments are taken into account and also to maximise attendance. Wherever possible and practicable the Training Team will seek to offer options of dates and times.

5. IN SUMMARY

Naturally, the plan which is presented is an evolving document and will continue to be reviewed and revised as required e.g. following changes in Legislation; procedures; external matters etc. This will ensure that we are able to respond to the identified needs and ensure timely delivery.

6. RECOMMENDATION

- To note of the content of the report and the training plan for 23/24.

Miriam Williams
HR Training Manager
June 2023



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COUNTY COUNCIL



Eich Ffordd Ymlaen
Your Way Forward

Cefnogi Eich Dyfodol – Supporting Your Future

ELECTED MEMBERS

LEARNING AND DEVELOPMENT PLAN

MAY 2023 – MAWRTH 2024

This document is also available in Welsh.

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
Mandatory Training				
CODE OF CONDUCT	Overview of Democratic arrangements; <i>i.e. Input in meetings; standing rules and regulations, etc.</i>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members	LB to make direct arrangements with the 6 outstanding Members
EQUALITY, DIVERSITY AND INCLUSION	<ul style="list-style-type: none"> Understand the role of Elected Members with regards to equalities in the decision-making process; Awareness of Equality and Diversity Matters. 	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	Corporate / Staff sessions to be opened up to Elected Members 13/07/23, 08/11/23, 06/02/24 <i>(Spaces to be reserved)</i> Training@Anglesey.gov.wales
SAFEGUARDING MATTERS – VULNERABLE CHILDREN AND ADULTS	<ul style="list-style-type: none"> Domestic Abuse; Violence Against Women; Modern Slavery; Prevent; Safeguarding Awareness. 	Presentation: (virtual and/or face-to-face) Internal Providers (<i>Safeguarding Team</i>)	All Elected Members	12/07/23 Follow-up session for 14 not yet completed in first instance. Further dates to be agreed as required.
DEALING WITH DATA / PERSONAL INFORMATION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER	<ul style="list-style-type: none"> 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 and: Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	15 outstanding to complete Dates TBC as new provider(s) need to be agreed upon as part of wider project
HEALTH AND SAFETY – LEADING SAFELY	<ul style="list-style-type: none"> Understand the legal requirements of Health & Safety, with regards to Elected Members 	Presentation: (virtual and/or face-to-face)	All Elected Members	14/09/2023 – AM or PM Follow-up session for 18 not completed previously.

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
Additional Training				
BEGINNER ICT SKILLS	<ul style="list-style-type: none"> Supporting Elected Members that may experience difficulties using ICT equipment 	Up to three Face-to-face Sessions Internal Providers	All Elected Members	(TBC) 24th or 25th July; 7th or 8th August; 21st or 22nd August; Four 1-to-1.Sessions per-day.
GENERAL ICT SKILLS	<ul style="list-style-type: none"> Developing Members' ICT Skills 	Face-to-face Sessions External Providers	All Elected Members and Lay Members	Dates TBC ; hopeful to conduct end-of-September onwards.
DEFAMATION	<ul style="list-style-type: none"> How to avoid and/or mitigate against any defamation claim(s) 	Presentation: (virtual and/or face-to-face) Internal Officers	All Elected Members	Dates TBC
FINANCE AND TREASURY MANAGEMENT	<ul style="list-style-type: none"> Understanding of financial matters; Budget setting; etc. 	Presentation: (virtual and/or face-to-face) Section 151 Officer / External Providers	All Elected Members	Dates TBC
DEALING WITH THE PRESS	<ul style="list-style-type: none"> Practical session which provides Elected Members with experience of undertaking radio and television interviews; Opportunity for Members to undertake mock-interviews and practice. 	Presentation and mock-interviews, with copies to keep; (Face-to-face) Internal Officers / External Providers	All Elected Members and Lay Members	03/07/2023 – AM or PM

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
Additional Training				
GYPSY & TRAVELLER CULTURAL AWARENESS	<ul style="list-style-type: none"> Introductory Training on working with Gypsies and Travellers in Wales. 	Presentation and activity (face-to-face) Housing / External Provider	All Elected Members and Lay Members	13/07/2023 – AM or PM
BRIEFING SESSIONS	<ul style="list-style-type: none"> Relevant and Current Subject matters presented and discussed 	Presentation: (virtual and/or face-to-face) Relevant Officers / External Provider	All Elected Members	Dates remain TBC
Health and Well-Being				
PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS	<ul style="list-style-type: none"> Overview of skills and techniques that can be adopted to ensure personal safety, and the ability to deal with difficult situations. 	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	Dates TBC as new provider(s) need to be agreed upon as part of wider project
HEALTH & WELL-BEING – GENERAL AND AWARENESS	Provide an overview and understanding strategies available with respect to developing: <ul style="list-style-type: none"> - Resilience - Work life Balance - Managing Stress - Mental Health Awareness 	e-Learning Modules available Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members	Corporate / Staff events to be shared via e-mail as <i>appropriate</i> . Dates for courses available on <i>Learning Pool</i> and/or: Training@Anglesey.gov.wales

On Request

ICT SKILLS DEVELOPMENT	<ul style="list-style-type: none"> • Drop-in / One-to-One sessions • Support with specific ICT skills / Software 	Face-to-face Relevant Officers / External Providers	All Elected Members and Lay Members	
WORKPLACE ASSESSMENT	<ul style="list-style-type: none"> • Ensure working in a safe environment 	e-Learning Module	All Elected Members and Lay Members	
SOCIAL MEDIA	<ul style="list-style-type: none"> • Have an understanding of how to make Social Media work for Elected Members; • What to share and what not to; • How not to behave on Social Media; • Bullying and Personal Safety elements. 	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	
SCRUTINY	<ul style="list-style-type: none"> • Introduction to Scrutiny procedures 	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	
CHAIRING SKILLS	<ul style="list-style-type: none"> • Training for Chairpersons and Vice-Chairpersons; • How to lead and contribute towards holding Effective Committees. 	Presentation: (virtual and/or face-to-face) External Provider	Relevant Elected Members and Lay Members Mandatory for specific Members	Dates TBC

E-LEARNING MODULES

Elected Members have flexible access to e-Learning. Please see below details on the current topic areas that are available.

Mandatory Modules	Member Development	Welsh Language
<ul style="list-style-type: none"> - Cyber Awareness - Emergency Planning for Members - Chairing Meetings Effectively - Prevent - Modern Slavery - General Data Protection Regulations (GDPR) - Violence Against Women, Domestic Abuse and Sexual Violence 	<ul style="list-style-type: none"> - Ethics and Standards - Public Speaking and Working with the Media - The Effective Ward Councillor - Corporate Parenting - Well-being of Future Generations (Wales) - Effective Scrutiny - Social Services and Well-being Act (Wales) 	<ul style="list-style-type: none"> - Welsh Language Standards - Welsh in the Workplace (1) - Welsh in the Workplace (2)
Well-being	Health & Safety	Corporate Courses
<ul style="list-style-type: none"> - Health & Well-being in the Authority 	<ul style="list-style-type: none"> - The safe use of Display Screen Equipment (DSE) - Managing Health & Safety 	<ul style="list-style-type: none"> - Learning Pool: Online Booking

A number of the e-Learning modules can be used: to supplement classroom/*hybrid* sessions held; as renewed modules as required; as additional Personal Development provision for Members.

Note that this plan is an evolutionary one, and therefore it is likely that additional training will be included during the year in order to meet any changes in needs/priorities. Should unexpected circumstances beyond our control arise, it may be necessary to amend some of the dates/times stated above.

Details of these training sessions will be sent to Elected Members and Lay Members (as required) in email/calendar appointment form.

At least 7 days notice will be given, where practicable.