ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	13th DECEMBER 2023
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HUMAN RESOURCES TRAINING OFFICER
CONTACT OFFICER :	L. AMY JONES (extension 2505)
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON TRAINING AND DEVELOPMENT MATTERS FOR ELECTED MEMBERS

1. INTRODUCTION

The purpose of the report is to provide the Standards Committee with an update on Training and Development matters, since the report presented in June 2023, and to provide an overview of the provision offered to Elected Members during the last financial year.

2. THE PLAN

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. With these specific headings in mind, we provide below an update on training delivery from April 2023 to date.

A total of 27 training and development opportunities have been offered to Elected Members by the Human Resource Training Team. Full details attached in appendix 2.

See below an update on training deemed to be mandatory (as outlined by Democratic Services) and their corresponding attendance levels;

Code of Conduct	35/35
Health & Safety	15/35
Equality, Diversity & Inclusion	31/35
GDPR / Data Protection	29/35
Cyber Security	33/35
Safeguarding	29/35

Where possible, further mandatory training sessions will be arranged, or corporate training sessions will be opened-up, and spaces made available to ensure all Elected Members have received the relevant training.

The training team have recently delivered 1-1 ICT skills sessions for Elected Members to develop confidence and ability. These sessions have proven to be positive and beneficial, and have been supported by '*How to*' guides where required for future reference. Following on from these sessions, an ICT skills questionnaire has been developed and will be shared with all Elected Members via e-mail, and hard copies made available, to determine further specific areas of development. Once this information has been collated, the Training team will be in a position to plan further IT skills sessions to continue progress in the area.

Numerous Introduction to Climate Change training sessions have been delivered to Elected Members to support the Authority's commitment to become a Net Zero Council by 2030. To date, 21 Members have completed the training which has received positive feedback.

Fraud and Corruption training has been identified as a training need for corporate staff and Elected Members, given the serious risk to the authority and the fact that we are all responsible for managing these risks. Daytime and evening sessions have been offered to Elected Members and Lay Members, which saw 17 in attendance.

In terms of Well-being, as no specific needs have been raised, Elected Members are now invited to all Well-being events organised corporately, recent examples being; Menopause, Mindfulness and Well-being & Burnout. It should be noted, however, that these sessions are advertised via a flyer only, and *Outlook* invites are not shared as is usual practice with other training and development opportunities (as highlighted in point 3).

3. COMMUNICATION

The Training team continues to work closely with Democratic services and relevant Officers within the authority to ensure the plan addresses the Elected Member's needs, and continues to evolve as required.

Invitations to attend training continue to be shared through the usual arrangements via the '*CefnogaethAelodau*' ('*MembersSupport*') e-mail address, in addition to invitations via direct electronic calendar appointments.

Further work has been undertaken to provide information about forthcoming training events in a format that is easier to follow. This has recently been shared

with Elected Members (Appendix 3), with hard copies also available to view in the Member's lounge or on request.

The training team share with Democratic services quarterly updates in terms of training completed by Elected Members, for that specific quarter, which is then shared with Group leaders in a format this is more user friendly. It has been confirmed in a recent Group Leader meeting that there were no issues raised in terms of the way in which the information is presented, therefore moving forward it has been agreed that the training team will be providing further information concerning all mandatory training, specifying who has completed the training but also who needs to complete.

4. METHODS OF DELIVERY

Delivery of sessions is now, in the main, taking place as classroom sessions, though the option to deliver online sessions is still being taken into consideration. The method of delivery will be dependent on the subject area, in conjunction with what method is offered by the training provider.

Elected Members continue to be offered the choice of attending a session within a normal working day or an early evening session, to ensure the commitments of the Elected Members are considered along with maximising attendance on sessions.

Due to the need to offer sessions during the day and of an evening, it was not deemed cost-effective to also be offering separate English and Welsh sessions, therefore, where possible, training through the medium of Welsh is sought after and a translation service arranged for those wishing to listen through the medium of English.

5. IN SUMMARY

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

ELECTED MEMBERS

LEARNING AND DEVELOPMENT PLAN

MAY 2023 – MARCH 2024

This document is also available in Welsh.

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Mandatory Training			
CODE OF CONDUCT	• Overview of Democratic arrangements; *i.e. Input in meetings; standing rules and regulations, etc.*	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
EQUALITY, DIVERSITY AND INCLUSION	• 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
SAFEGUARDING MATTERS – *VULNERABLE CHILDREN AND ADULTS*	• Domestic Abuse; • Violence Against Women; • Modern Slavery; • Prevent and Safeguarding Awareness.	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
PROCESSING DATA / PERSONAL INFORMATION: *YOUR RESPONSIBILITIY AS AN ELECTED MEMBER*	• 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 *(to be renewed every 3 years)* **and**: Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
HEALTH AND SAFETY – *LEADING SAFELY*	• Understand the legal requirements of Health & Safety, with regards to Elected Members • General overview of Personal Safety for Members	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
CHAIRING SKILLS	• How to lead and contribute towards holding Effective Committees	Presentation: (virtual) *(to be renewed every 2 years)* External Provider(s)	All Chairpersons and Vice-Chairpersons of the Council and its Committees
PLANNING & LICENSING, GOVERNANCE & AUDIT	• Relevant Training as identified		All Members on the Planning, Licensing and Governance & Audit Committees

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Additional Training			
BEGINNER ICT SKILLS	• Supporting Elected Members that may experience difficulties using ICT equipment	Up to three Face-to-face Sessions Internal Provider(s)	All Elected Members
INTERMEDIATE ICT SKILLS	• Developing Members' ICT Skills	Face-to-face Sessions External Provider(s)	All Elected Members and Lay Members
INTRODUCTION TO CLIMATE CHANGE		Internal Provider(s)	All Elected Members and Lay Members
DEFAMATION	• How to avoid and/or mitigate against any defamation claim(s)	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
FINANCE AND TREASURY MANAGEMENT	• Understanding of financial matters; • Budget setting; etc.	Presentation: (virtual and/or face-to-face) Section 151 Officer / External Provider(s)	All Elected Members
DEALING WITH THE PRESS	• 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 Provider(s)	All Elected Members and Lay Members

TITLE	SUBJECT / FIELD OF WORL	MEDIUM	IDENTIFIED COHORT
Additional Training			
GYPSIES & TRAVELLERS CULTURAL AWARENESS	• Introductory Training on working with Gypsies and Travellers in Wales.	Presentation and activities (face-to-face) Housing Service / External Provider(s)	All Elected Members and Lay Members
BRIEFING SESSIONS	• Relevant and Current Subject matters presented and discussed	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	All Elected Members
Well-being & Community			
PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS	• 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(s)	All Elected Members
HEALTH & WELL-BEING: *GENERAL AND AWARENESS*	• Provide understanding of: - 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
MENOPAUSE AWARENESS	• Overview for those who are experiencing or wish to raise their awareness	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
MINDFULNESS AWARENESS	• Short sessions to discuss the effect of stress on the body and relaxation tips	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Training On Request			
ICT SKILLS DEVELOPMENT	• Drop-in / One-to-One sessions • Support with specific ICT skills / Software	Face-to-face Internal Provider(s) / External Provider(s)	All Elected Members and Lay Members
SOCIAL MEDIA	• 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(s)	All Elected Members
SCRUTINY	• Introduction to Scrutiny procedures • An understanding of the principles of effective Scrutiny	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
INVESTIGATION	• Introduction to Audit procedures	Presentation: (virtual and/or face-to-face) Internal / External Provider(s)	All Elected Members

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
- Cyber Awareness **(to be renewed every 3 years)** - Emergency Planning for Members **(refresher to be agreed upon)** - Chairing Meetings Effectively - Prevent **(to be renewed as appropriate)** - Modern Slavery **(to be renewed every 3 years)** - General Data Protection Regulations (GDPR) **(to be renewed every 3 years)** - Violence Against Women, Domestic Abuse and Sexual Violence **(to be renewed every 3 years)**	- Ethics and Standards - Public Speaking and Working with the Media - Corporate Parenting - Well-being of Future Generations (Wales) - Effective Scrutiny - Social Services and Well-being Act (Wales)	- Welsh Language Standards - Welsh in the Workplace (1) - Welsh in the Workplace (2)
Well-being	**Health & Safety**	**Corporate Courses**
- Health & Well-being in the Authority	- The safe use of Display Screen Equipment (DSE) - Workplace Assessment	- *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, via ElectedMembersSupport@Anglesey.gov.wales

Cynnig Hyfforddiant a Datblygiad i Aelodau Etholedig yn 2023

Training and Development offered to Elected Members in 2023

Teitl y Cwrs	Fynychwyd / Attended	Gwahoddwyd / Invited	Course Title
Côd Ymddygiad	1	1	Code of Conduct
Côd Ymddygiad	2	2	Code of Conduct
Côd Ymddygiad	3	3	Code of Conduct
Cyfansoddiad y Cyngor	1	1	Council Constitution
Delio gyda'r Wasg	3	8	Dealing with the Press
Diogelu i Aelodau	6	14	Safeguarding for Members
Sesiwn Sgiliau TGCh 1-i-1	3	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	2	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	0	1	1-to-1 ICT Skills Session
Ymwybyddiaeth Ofalgar x2 (*agored i bawb*)	0	35	Mindfulness Awareness x2 (*open to all*)
Ymwybyddiaeth Menopos (*agored i bawb*)	0	35	Menopause Awareness (*open to all*)
Sgiliau Cadeirio	1	2	Chairing Skills
Sgiliau Cadeirio	3	3	Chairing Skills
Sgiliau Craffu Effeithiol	1	1	Principles of Effective Scrutiny
Cyflwyniad i Newid Hinsawdd	11	26	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	4	21	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	3	19	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	3	12	Introduction to Climate Change
Cydraddoldeb, Amrywiaeth a Chynhwysiant	0	4	Equality, Diversity & Inclusion
Diogelu Data	6	12	Data Protection
Diogelu Data	8	14	Data Protection
Ymwybyddiaeth Diogelu i Aelodau	9	15	Safeguarding Awareness for Members
Ymwybyddiaeth Diwylliannol Sipsiwn a Theithwyr	13	35	Gypsies and Travellers' Cultural Awareness
Ymwybyddiaeth Twyll a Llygredd i Aelodau Etholedig ac Aelodau Lleyg	17	43	Fraud & Corruption Awareness for Elected Members and Lay Members

Elected Members' *Development Plan*

2023/24

November 2023

15/11/23 - Data Protection for Members (*Mandatory**) (*Welsh*) - 13:00-14:30 - *Zoom*

16/11/23 - Data Protection for Members (*Mandatory**) (*English*) - 18:00-19:30 - *Zoom*

20/11/23 - Intro. to Climate Change - 09:30-12:30 - *'Training Room 1', Headquarters*

20/11/23 - Intro. to Climate Change - 17:30-20:00 - *'Training Room 1', Headquarters*

27/11/23 - Safeguarding Awareness for Members (*Mandatory**) - 18:00-19:00 - *Zoom*

29/11/23 - Well-being & Burnout Event - 13:30-15:00 - *Council Chambers, Headquarters*

30/11/23 - Gypsies & Travellers' Cultural Awareness - 13:30-15:30 - *Zoom*

December 2023

04/12/23 - Fraud & Corruption for Members - 09:30-12:00 - *'Training Room 1', HQ*
04/12/23 - Fraud & Corruption for Members - 17:30-19:30 - *'Training Room 1', HQ*

January 2024

February 2024

06/02/24 - Equality, Diversity & Inclusion (*Mandatory**) - 09:30-12:30 - *Zoom*

16/02/24 - Health & Safety for Members (*Mandatory**) - TBC - Zoom

16/02/24 - Health & Safety for Members (*Mandatory**) - 17:30 - 20:00 - *'Yst. Hyfforddiant 1'*

21/02/24 - Anti-Racism Training - 09:30 - 11:30 - Zoom

21/02/24 - Anti-Racism Training - 17:30 - 19:30 - Zoom

*mandatory for Members that are oustanding

March 2024

21/03/24 - Group 6 - Violence Against Women, Domestic Abuse and Sexual Violence - 09:30-11:30 - 'Training Room 1', HQ

21/03/24 - Group 6 - Violence Against Women, Domestic Abuse and Sexual Violence - 17:30-19:30 - 'Training Room 1', HQ

Dates to be confirmed:

Planning & Licensing (*Mandatory for identified Members*)
Finance & Treasury Management (*Mandatory for identified Members*)
General ICT Skills
Leading Safely for Members

Dysgu Môn

Elected Members Support
ElectedMembersSupport@Anglesey.gov.wales