ELECTED MEMBERS

LEARNING AND DEVELOPMENT PROGRAMME

MAY 2024 – MARCH 2025

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
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 – *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
DATA PROTECTION: *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
CYBER SECURITY	• Understand the impacts of new data protection laws and how they directly affect you. • Be confident with your cyber security and be armed with some simple yet effective ways of keeping hackers at bay.	e-Learning Module	All Elected Members

	• Supporting our efforts to prevent further cyber attacks and data breaches and well placed to champion this field in our communities		
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

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Additional Training			
BEGINNER ICT SKILLS	• Supporting Elected Members that may experience difficulties using ICT equipment	Up to three Face-to-face Sessions offered as part of the induction process Internal Provider(s)	All Elected Members
INTERMEDIATE ICT SKILLS	• Developing Members' ICT Skills	Face-to-face Sessions as part of the induction process External Provider(s)	All Elected Members and Lay 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

FINANCIAL WELLBEING AND THE COST OF LIVING CRISIS	• A series of sessions offering information and resources and sharing good practice on Financial wellbeing and dealing with the cost of living crisis.	Presentation: (virtual and/or face-to-face) Internal / 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
GROUP LEADERS DEVELOPMENT PROGRAMME	• Series of relevant sessions	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	Group Leaders

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

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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

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)** - **V**iolence **A**gainst **W**omen, **D**omestic **A**buse and **S**exual **V**iolence **(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 evolving 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