

ISLE OF ANGLESEY COUNTY COUNCIL	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	6 FEBRUARY 2025
<b>TITLE OF REPORT:</b>	DEVELOPMENT OF MEMBERS
<b>REPORT BY:</b>	LEARNING AND DEVELOPMENT MANAGER
<b>CONTACT OFFICER:</b>	ELEN PRITCHARD
<b>PURPOSE OF THE REPORT:</b>	TO PROVIDE AN UPDATE ON LEARNING AND DEVELOPMENT ISSUES FOR ELECTED MEMBERS

## 1. BACKGROUND

The purpose of this report is to provide an update to the Standards Committee on members' training and development issues, since the report presented in June 2024 giving an overview of the provision offered to our Elected Members over the last period.

## 2. THE PLAN

As presented to you previously, the plan for 2024-25 (Appendix 1) is divided into the following specific headings; **Mandatory training; General; Health and Wellbeing; On demand and eLearning modules**. With these specific headings in mind, we provide an update below on the provision of training from April 2023 to date.

A total of 36 learning and development opportunities were offered to Elected Members by the Human Resources Training Team. Full details included in Appendix 2.

See the latest information below on the training that has been designated as mandatory (as outlined by the Democratic Services), and their corresponding attendance levels;

Code of Conduct	35/35	-
Health and Safety	33/35	Further virtual sessions were organised in October 2024
Equality, Diversity and Inclusion	31/35	An invitation was extended to EM to attend staff sessions on 03/12/24.
Data Protection	29/35	An invitation was extended to EM to attend staff sessions on 19/11/24.
Cyber Security	34/35	Cyber security video shared
Safeguarding	29/35	Further sessions were organized at the end of November 2023

It is expected that all Members attend these titles as a minimum and that any further training / events are available to support these key titles.

Completion numbers for some of these titles have remained lower than desired over a period of time. This being, despite offering several events over many years now. In order to address this we have looked to vary the form and timing of the events. Where this has been implemented we are pleased to report that we have seen an increase in the completion figures.

### **3. DEVELOPMENT PLAN FOR GROUP LEADERS**

Following further guidance received from a meeting of Group Leaders in October 2024, further enquiries were made of coaching provision available from the WLGA and the LGA. Unfortunately the enquiries were fruitless with both associations reporting that they did not have bilingual Coaches available.

Work has therefore moved forward in finding another suitable provider. I am glad to report that Gwen Greaves from Glaslyn Training has agreed to undertake the work of coaching our Group Leaders.

It is proposed that each leader:

- receives a minimum of x4 coaching sessions in the first instance with scope to consider extending this provision if there is a demand.
- These sessions would follow a process of receiving a DiSC Profile (a type of personality profile) with a 1:1 session held by an independent and highly experienced coach explaining the intricacies and benefits of the profile to be held ahead of the formal coaching sessions.

Provision has been made to ensure that the Services above are available bilingually and to follow in the language of choice.

Beyond this we will look to take every opportunity to refer our Electoral Members to the further provision available from the WLGA and Academi Cymru as relevant.

### **4. COMMUNICATIONS**

The Learning and Development Team continue to work closely with the Democratic Service and relevant Officers within the Authority to ensure that the programme addresses the needs of the Elected Members and continues to evolve as required.

Invitations to attend training continue to be shared through the usual arrangements via the Member Support email address, as well as invitations via direct electronic calendar appointments.

Quarterly reports are shared with Democratic Services, which are then shared with Group Leaders. These reports will include details of mandated training and all other training completed within that particular quarter.

## **5. METHODS OF PROVISION**

On the whole, the sessions are held as classroom sessions, more recently we have extended this provision to be offering some virtual sessions as well as a further option where suitable and relevant to be recording sessions for further use. Please, note, that the method of presentation is dependent on the subject in question as well as which method is offered / preferred by the Training provider.

Elected Members continue to be offered the option of attending a session within a normal working day or an early evening session to ensure that the commitments of the Elected Members are taken into account as well as increasing attendance at sessions.

Where possible, historically we have sought training through the medium of Welsh, arranging a translation service for those who wish to listen through the medium of English. Feedback was recently shared as to this provision, following further discussions with the Democratic Services we are now looking to align this arrangement with that of the Corporate arrangement for staff.

## **6. TO SUM UP**

The plan presented is an evolving document and will continue to be reviewed and amended as required, e.g. following changes in legislation; procedures; External matters etc. This will ensure that we are able to respond to the needs identified and ensure timely provision.

## **7. RECOMMENDATION**

To note the content of the report.



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL



Eich Ffordd Ymlaen  
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# **ELECTED MEMBERS**

## ***LEARNING AND DEVELOPMENT PLAN***

*This document is also available in Welsh.*

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Mandatory Training</b>			
<b>CODE OF CONDUCT</b>	<ul style="list-style-type: none"> <li>Overview of Democratic arrangements; <i>i.e. Input in meetings; standing rules and regulations, etc.</i></li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>Understand the role of Elected Members with regards to equalities in the decision-making process;</li> <li>Awareness of Equality and Diversity Matters.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider	All Elected Members
<b>SAFEGUARDING MATTERS – VULNERABLE CHILDREN AND ADULTS</b>	<ul style="list-style-type: none"> <li>Domestic Abuse;</li> <li>Violence Against Women;</li> <li>Modern Slavery;</li> <li>Prevent and Safeguarding Awareness.</li> </ul>	Presentation: (virtual and/or face-to-face)  Internal Provider(s)	All Elected Members
<b>PROCESSING DATA / PERSONAL INFORMATION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER</b>	<ul style="list-style-type: none"> <li>Understand general obligations of GDPR and the Data Protection Act 2018;</li> <li>Understand specific requirements of the Act</li> <li>Understand how to comply with the Act</li> </ul>	<a href="#">e-Learning Module</a> <i>(to be renewed every 3 years)</i> <b>and:</b> Presentation: (virtual and/or face-to-face )  External Provider(s)	All Elected Members
<b>HEALTH AND SAFETY – LEADING SAFELY</b>	<ul style="list-style-type: none"> <li>Understand the legal requirements of Health &amp; Safety, with regards to Elected Members</li> <li>General overview of Personal Safety for Members</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
<b>CHAIRING SKILLS</b>	<ul style="list-style-type: none"> <li>How to lead and contribute towards holding Effective Committees</li> </ul>	Presentation: (virtual) <i>(to be renewed every 2 years)</i>  External Provider(s)	All Chairpersons and Vice-Chairpersons of the Council and its Committees
<b>PLANNING &amp; LICENSING, GOVERNANCE &amp; AUDIT</b>	<ul style="list-style-type: none"> <li>Relevant Training as identified</li> </ul>		All Members on the Planning, Licensing and Governance & Audit Committees

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Additional Training</b>			
<b>BEGINNER ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Supporting Elected Members that may experience difficulties using ICT equipment</li> </ul>	Up to three Face-to-face Sessions Internal Provider(s)	All Elected Members
<b>INTERMEDIATE ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Developing Members' ICT Skills</li> </ul>	Face-to-face Sessions External Provider(s)	All Elected Members and Lay Members
<b>INTRODUCTION TO CLIMATE CHANGE</b>		Internal Provider(s)	All Elected Members and Lay Members
<b>DEFAMATION</b>	<ul style="list-style-type: none"> <li>How to avoid and/or mitigate against any defamation claim(s)</li> </ul>	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
<b>FINANCE AND TREASURY MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Understanding of financial matters;</li> <li>Budget setting; etc.</li> </ul>	Presentation: (virtual and/or face-to-face) Section 151 Officer / External Provider(s)	All Elected Members
<b>DEALING WITH THE PRESS</b>	<ul style="list-style-type: none"> <li>Practical session which provides Elected Members with experience of undertaking radio and television interviews;</li> <li>Opportunity for Members to undertake mock-interviews and practice.</li> </ul>	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
<b>Additional Training</b>			
<b>GYPSIES &amp; TRAVELLERS CULTURAL AWARENESS</b>	<ul style="list-style-type: none"> <li>• Introductory Training on working with Gypsies and Travellers in Wales.</li> </ul>	Presentation and activities (face-to-face) Housing Service / External Provider(s)	All Elected Members and Lay Members
<b>BRIEFING SESSIONS</b>	<ul style="list-style-type: none"> <li>• Relevant and Current Subject matters presented and discussed</li> </ul>	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	All Elected Members
<b>Well-being &amp; Community</b>			
<b>PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS</b>	<ul style="list-style-type: none"> <li>• Overview of skills and techniques that can be adopted to ensure personal safety, and the ability to deal with difficult situations.</li> </ul>	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
<b>HEALTH &amp; WELL-BEING: GENERAL AND AWARENESS</b>	<ul style="list-style-type: none"> <li>• Provide understanding of:               <ul style="list-style-type: none"> <li>- Resilience</li> <li>- Work life Balance</li> <li>- Managing Stress</li> <li>- Mental Health Awareness</li> </ul> </li> </ul>	<a href="#">e-Learning Modules available</a> Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
<b>MENOPAUSE AWARENESS</b>	<ul style="list-style-type: none"> <li>• Overview for those who are experiencing or wish to raise their awareness</li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
<b>MINDFULNESS AWARENESS</b>	<ul style="list-style-type: none"> <li>• Short sessions to discuss the effect of stress on the body and relaxation tips</li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Training On Request</b>			
<b>ICT SKILLS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Drop-in / One-to-One sessions</li> <li>• Support with specific ICT skills / Software</li> </ul>	Face-to-face  Internal Provider(s) / External Provider(s)	All Elected Members and Lay Members
<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li>• Have an understanding of how to make Social Media work for Elected Members;</li> <li>• What to share and what not to;</li> <li>• How not to behave on Social Media;</li> <li>• Bullying and Personal Safety elements.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
<b>SCRUTINY</b>	<ul style="list-style-type: none"> <li>• Introduction to Scrutiny procedures</li> <li>• An understanding of the principles of effective Scrutiny</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
<b>INVESTIGATION</b>	<ul style="list-style-type: none"> <li>• Introduction to Audit procedures</li> </ul>	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
<ul style="list-style-type: none"> <li>- <a href="#">Cyber Awareness</a> (to be renewed every 3 years)</li> <li>- <a href="#">Emergency Planning for Members</a> (refresher to be agreed upon)</li> <li>- <a href="#">Chairing Meetings Effectively</a></li> <li>- <a href="#">Prevent</a> (to be renewed as appropriate)</li> <li>- <a href="#">Modern Slavery</a> (to be renewed every 3 years)</li> <li>- <a href="#">General Data Protection Regulations (GDPR)</a> (to be renewed every 3 years)</li> <li>- <a href="#">Violence Against Women, Domestic Abuse and Sexual Violence</a> (to be renewed every 3 years)</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Ethics and Standards</a></li> <li>- <a href="#">Public Speaking and Working with the Media</a></li> <li>- <a href="#">Corporate Parenting</a></li> <li>- <a href="#">Well-being of Future Generations (Wales)</a></li> <li>- <a href="#">Effective Scrutiny</a></li> <li>- <a href="#">Social Services and Well-being Act (Wales)</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Welsh Language Standards</a></li> <li>- <a href="#">Welsh in the Workplace (1)</a></li> <li>- <a href="#">Welsh in the Workplace (2)</a></li> </ul>
Well-being	Health & Safety	Corporate Courses
<ul style="list-style-type: none"> <li>- <a href="#">Health &amp; Well-being in the Authority</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">The safe use of Display Screen Equipment (DSE) - Workplace Assessment</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Learning Pool: Online Booking</a></li> </ul>

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](mailto: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 ( <i>agored i bawb</i> )	0	35	Mindfulness Awareness x2 ( <i>open to all</i> )
Ymwybyddiaeth Menopos ( <i>agored i bawb</i> )	0	35	Menopause Awareness ( <i>open to all</i> )
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	13	Data Protection
Diogelu Data	8	12	Data Protection
Ymwybyddiaeth Diogelu i Aelodau	9	15	Safeguarding Awareness for Members
Ymwybyddiaeth Diwylliannol Sipsiwn a Theithwyr	13	30	Gypsies and Travellers' Cultural Awareness
Ymwybyddiaeth Twyll a Llygredd	12	44	Fraud and Corruption
Ymwybyddiaeth Twyll a Llygredd	4	44	Fraud and Corruption
Beth mae'n ei olygu i fod yn Ynys sy'n Wybodus am Drawma?	5	11	What does it mean to be a Trauma Informed Island
	2	2	Cyber Security Video
Arweinyddiaeth Gymunedol Flaengar I Gynghorwyr	1	1	Progressive Community Leadership Training
Cydraddoldeb, Amrywiaeth a Chynhwysiant	0	4	Equality, Diversity & Inclusion
Iechyd a Diogelwch i Aelodau	7	20	Health & Safety for Members

<b>Iechyd a Diogelwch i Aelodau Gwrth-Hiliaeth</b>	<b>4</b>	<b>20</b>	<b>Health &amp; Safety for Members</b>
<b>Gwrth-Hiliaeth</b>	<b>9</b>	<b>35</b>	<b>Anti Racism</b>
<b>Grwp 6: Cryfhau Arweinyddiaeth (VAWDASV)</b>	<b>9</b>	<b>35</b>	<b>Anti Racism</b>
<b>Rhentu Doeth Cymru</b>	<b>2</b>	<b>10</b>	<b>GROUP 6 – STRENGTHENING LEADERSHIP (VAWDASV)</b>
<b>Grwp 6: Cryfhau Arweinyddiaeth (VAWDASV)</b>	<b>7</b>	<b>19</b>	<b>Rent Smart Wales</b>
<b>Hyfforddiant Cynllunio i Aelodau</b>	<b>26</b>	<b>35</b>	<b>GROUP 6 – STRENGTHENING LEADERSHIP (VAWDASV)</b>
<b>Iechyd a Diogelwch i Aelodau</b>	<b>9</b>	<b>8</b>	<b>Planning Training for Elected Members</b>
<b>Diogelu Data</b>	<b>6</b>	<b>4</b>	<b>Health and Safety for Members</b>
			<b>Data Protection</b>