

ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	COUNTY COUNCIL
DATE:	23 MAY 2013
TITLE OF REPORT:	MEMBER DEVELOPMENT PLAN – MAY 2013 – MARCH 2014
PURPOSE OF REPORT:	TO SEEK COUNCIL APPROVAL TO THE DEVELOPMENT PLAN FOR ELECTED MEMBERS
REPORT BY:	INTERIM HEAD OF DEMOCRATIC SERVICES
LEAD OFFICER:	MIRIAM WILLIAMS, SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER

There is a duty on the Authority to provide training and development opportunities for its Members and to make information available to the Council on an annual basis.

During 2012/13, the Council established a Democratic Services Committee in accordance with the Local Government (Wales) Measure 2011. The Committee has responsibility for matters relating to Member Training and Development and took over the role of the Member Development Working Group established in recent years to improve the support and development opportunities for Elected Members.

During the last period a comprehensive programme of training was provided and informed by the needs of Members and the organisation, supported by the WLGA. In addition, the Member Development Working Group developed a Member Development Strategy and the Authority made a commitment to work towards achieving the WLGA Member Development Charter Status Award. The Strategy is a key aspect of achieving Charter Status which focusses on continued Member Development and Support.

At its core, the Strategy is about understanding the needs of Members so that they may be better supported in their roles through the provision of appropriate development which is constantly monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality.

Since the election Members of the Council have been issued with a generic job description and person specification which includes reference to personal and role development opportunities provided by the Authority.

Moving forward the induction and on-going development programme for Members is crucial. The attached Training Plan for the period May 2013 to March 2014 has been

prepared with the support of the WLGA to highlight the main areas of development to be offered during this period. A phased approach has been adopted to ensure that a sound foundation/induction is provided in the initial period of the Elected Member's role. The programme, will as far as possible, seek to accommodate Members needs e.g a mixture of day and evening sessions and the format of the training varied e.g. workshops, mentoring, e-learning and one-to one etc.

This document will be a "rolling programme" of sessions, which will depend on the individual needs of Members together with those of the Council/other stakeholders whilst reflecting the resources available. The personal development reviews to be undertaken by Members during the year will be an important element of this process.

The intention is for the plan to continue to make further positive steps towards supporting Members in their roles, improving standards, developing good practices and achieving the Member Development Charter. The proposal is to review the Development Programme after three months.

The Democratic Services Committee will be monitoring progress on a regular basis including further review/updating based on Members and organisational needs. In addition, reports will be submitted to the Standards Committee as appropriate.

RECOMMENDATION:

To adopt and undertake the Training Plan for Members as set out in the attached enclosure.

Huw Jones
Interim Head of Democratic Services
13.05.13

Induction and Development of Members post May 2013

PHASE 1 Timescale	Link with WLGA Member Charter	Subject	For whom?
MAY 2013	09.05.2013 Expectations placed upon and roles of all elected members	<ul style="list-style-type: none"> • Welcome to the Council and initial overview of the key work programme by Chief Executive and Senior Management Team • Meet and Greet Heads of Service/Departmental representatives 	All Elected Members
	8-10/5/2013 Modernising Working Practises	<ul style="list-style-type: none"> • General Ipad training • Modern Gov. 15/05/2013training • Tour of building 	All Elected Members
	15.05.2013 Expectations placed upon and roles of all elected members	Ethical Framework – An Introduction to Conduct Rules and Standards	All Elected Members

	20.05.2013 Expectations placed upon and roles of all elected members	<ul style="list-style-type: none"> • Data Protection • Welsh Language Scheme • Dealing with the Press/Media Protocols 	All Elected Members Internal
	29.05.2013 Expectations placed upon and roles of all elected members	Modern Gov. – Online Declaration of Interests	All Elected Members Internal

PHASE 2

JUNE 2013	Date to be Confirmed Role Specific	Appointments Panel	Elected Members on Appointments Panel Internal
	03.06.2013 Role Specific	Planning Committee training	Members of Planning Committee Internal
	04.06.2013 Role Specific	Development Needs Assessment	Executive Committee WLGA
	06.06.2013 Expectations placed upon and roles of all elected members	Overview of Scrutiny Function	All Elected Members Internal
	07.06.2013 Role Specific	Development Session for the Executive Committee	Executive Committee WLGA
	11.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Chairing skills Session/s	Scrutiny Committee Chairs/Vice Chairs Internal
	13.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Scrutiny Questioning skills	All Scrutiny Members Internal

	24.06.2013 Expectations placed upon and roles of all elected members	Corporate Plan/Transformation Plan and Budget Planning	All Elected Members Internal
	26.06.2013 Expectations placed upon and roles of all elected members	Generic Chairing Skills Workshop	All Elected Members WLGA/Internal
	27.06.2013 Expectations placed upon and roles of all elected members	Rising to the Scrutiny Challenge	All Elected Members WLGA
JULY 2013	02.07.2013 Expectations placed upon and roles of all elected members	Scrutinising Performance Data	All Scrutiny Members Internal
	03.07.2013/05.07.2013/16.07.2013 Expectations placed upon and roles of all elected members	Corporate Responsibilities e.g. Corporate Parenting/Protection of Vulnerable Adults and Children	All Elected Members Internal
	08.07.2013 More detail about how the council works	Audit Functions Statement of Accounts/Treasury Management	All Elected Members Audit Committee WAO/Internal
	12.07.2013 More detail about how the council works	Undertaking an in-depth Review (Scrutiny Outcome Panel)	All Scrutiny Members Internal

AUGUST 2013	RECESS PERIOD	NO PLANNED TRAINING	
SEPTEMBER 2013	Date to be Confirmed More detail about how the council works	Health and Safety	All Elected Members External & Internal
	05.09.2013 Expectations placed upon and roles of all elected members	Social Media	All Elected Members WLGA
	11.09.2013 Expectations placed upon and roles of all elected members	Equalities	All Elected Members WLGA
	Date to be confirmed Expectations placed upon and roles of all elected members	Statement of Accounts	Audit Committee Internal
OCTOBER 2013	09.10.2013 Knowledge and skills about particular roles & activities	Personal Development Review Training	All Elected Members WLGA
	14.10.2013 Expectations placed upon and roles of all elected members	Scrutinising the Budget	All Elected Members Internal

	Date to be confirmed Expectations placed upon and roles of all elected members	Risk Management	Audit and Scrutiny Committees Internal
NOVEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Budget Setting	All Elected Members Internal
DECEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Effectiveness of the Audit Committee and Counter Fraud Arrangements	Audit Committees Internal

Additional & Ongoing Development to be arranged:

Prior to first licensing committee meetings)	Role Specific – Licensing (held before first meetings)	Licensing Committee Training	Licensing Committee Members
Prior to Summer Recess	Knowledge and skills about particular roles & activities	Generic Overview Briefing Sessions on key service issues via classroom/DVD presentations etc.	All Elected Members
Ongoing and as required	Knowledge and skills about particular roles & activities	Chairing Skills	All Elected Members
As Identified from individual Personal Development Reviews/individual ad-hoc requests	General Personal Skills	ICT skills e.g IPad/Outlook Explorer etc.	As and when identified/requested
		Welsh Language Skills (Oral/Written)	
		E-Learning packages	
Ongoing	Role Specific	Planning Updates	All Elected Members on Planning Committee
As and when identified	Collaborative/Regional Events	As and when notifications received	All Elected Members
Date to be confirmed	Knowledge and skills about particular roles & activities	Final Accounts	All Elected Members

N.B. The intention is that the plan is amended appropriately as priorities change and will be reviewed on a regular basis to ensure that it meets the needs of the organisation.