CYNGOR SIR YNYS MÔN	
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	SEPTEMBER 19th 2024
TITLE OF REPORT:	MEMBER DEVELOPMENT
REPORT BY:	LEARNING AND DEVELOPMENT MANAGER
CONTACT OFFICER:	ELEN PRITCHARD
PURPOSE OF THE REPORT:	TO PROVIDE AN UPDATE ON LEARNING AND DEVELOPMENT MATTERS FOR OUR ELECTED MEMBERS

1. BACKGROUND

The purpose of this report is to present to the Democratic Services Committee the Training and Development Program for Elected Members for 2024/2025

2. THE PLAN

Section 4 of the Member Development Strategy highlights that the Local Government and Elections (Wales) Act 2021 presents as a requirement the opportunity for all Members to receive an annual review of their training needs. Normally these discussions will be held by the Leader of the Political Group. The feedback from these discussions has been shared with the Learning and Development Team by the Head of Democratic Services.

The emphasis of the interview will be the role and responsibility of the Member, with the output feeding into the Member Development Plan as well as any individual plan involved.

Further to this, the Learning and Development Team has consulted extensively with the Corporate Management Team in order to discern any learning and development needs that are relevant to their areas of work.

The plan for 2024-25 (Appendix 1) is divided into the following specific headings; Mandatory Training; Supplemental; Health and Wellbeing; On demand and e-learning. 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 training and development opportunities were offered to Elected Members by the Human Resources Training Team. Full details in Appendix 2.

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

Code of Conduct	35/35
Health and Safety	26/35
Equality	31/35
Data Protection	29/35
Cyber Security	34/35
Safeguarding	29/35

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.

Attention is drawn to the fact that the completion numbers of some of these titles are lower than is desirable. That being despite the offer of several events over many years by now, both varying in their form and timing i.e. face to face, virtual, evening sessions.

A particular concern arises from this that those members who have not attended have not received information which is key to fulfilling their role. Further to this, it must also be recognized that the situation affects the efforts to move the wider program forward due to the continuous need to organize further sessions of these titles. This has a direct impact on the program itself, the time and resource of officers and the budget of the function.

1-1 IT skills sessions were held during the Summer months of 2023. These sessions received enthusiastic praise with 11 of our Elected Members taking advantage of them. In order to build on this provision, an IT skills questionnaire was distributed in both electronic and paper format, during December 2023. 1 incomplete response was received at that time. We will continue to consult about learning needs in this area.

Wellbeing continues to emerge as a recurring theme. In the past our Elected Members have been invited to our Whole Council proposals which have addressed areas such as Menopause, Mindfulness and Wellbeing and Fatigue. There is a request for this provision to be tailored where possible to the needs of Councilors more specifically. With this in mind enquiries have been made with the WLGA. We will continue to investigate what other offers are available to address this need over the course of the current plan.

3. DEVELOPMENT PLAN FOR GROUP LEADERS

At the request of the Standards Committee, discussions are ongoing with the Democratic Service on drawing up a dedicated Plan. This scheme is intended to offer a combination of:

- Bespoke workshops to be held in group form
- 1:1 motivational sessions

- Bespoke workshops / programs organised by relevant organisations such as the WLGA and Academi Cymru.

4. COMMUNICATIONS

The Learning and Development Team continues to work closely with the Democratic Services and relevant Officers within the authority to ensure that the plan addresses the needs of the Elected Member, and continues to evolve accordimg to demand.

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

Further work has been done to provide information about upcoming training events in an easy to follow format. These are regularly shared with Elected Members (example available in Appendix 3) with hard copies also available to view in the Member's lounge or on request.

The training team continues to share quarterly updates with Democratic services detailing the training figures completed by Elected Members for that particular quarter. This information is shared with the Group Leaders in due course, in an easy to follow format.

Further to this useful information and reference to specific e-learning titles is available through the Members Dashboard on the Learning Fund. We are looking to develop more on this resource so that time goes on to include more useful information and guidance for our Elected Members.

5. METHODS OF DELIVERY

For the most part, the sessions are conducted as classroom sessions, although an option to introduce virtual sessions continues to be considered. A series of e-learning titles are also available via Learning Pool which offer flexibility in terms of completion time. Please note that the delivery method will depend on the subject as well as which method is offered by the training provider.

Elected Members continue to receive an offer to attend sessions during a normal working day or alternatively an early evening session, in order to ensure that the commitments of the Elected Members are considered along with increasing attendance at sessions. Some concern continues to be shared regarding the suitability / convenience of this arrangement. We welcome any feedback and guidance in this regard and encourage our Members to share any suggestions with us.

As has already been shared with the Committee in order to continue to maximize the value of every penny, monolingual Welsh and English sessions

will no longer be offered. Instead we will continue to request Welsh language provision and organise translation provision where required.

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

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

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 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

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

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

Cyfleoedd Hyfforddiant a Datblygiad wedi eu cynnig i Aelodau Etholedig yn 2023 -24

Training and Development Opportunities offered to Elected Members in 2023 - 24

Teitl y Cwrs	Mynychwyd / 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	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

Iechyd a Diogelwch i Aelodau	4	20	Health & Safety for Members
Gwrth-Hiliaeth			Anti Racism
Gwrth-Hiliaeth	9	35	Anti Racism
Grwp 6: Cryfhau Arweinyddiaeth	9	35	GROUP 6 - STRENGTHENING LEADERSHIP
(VAWDASV)	9	35	(VAWDSV)
Rhentu Doeth Cymru	2	10	Rent Smart Wales

Cynllun Datblygu
Aelodau Etholedig

2023/24

Mawrth 2024

01/03/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 11:30-12:15 - *ZOOM (ar gais*)*
*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

08/03/24 - Deall a Defnyddio Data Perfformiad - 09:30-13:00 - *MS Teams*
*Ar gael i Gynghorwyr ar y **Pwyllgor Gwaith.***

11/03/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 13:30-14:15 - *ZOOM (ar gais*)*
*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

13/03/24 - Rheoli Risg i Gynghorwyr - 16:00-17:30 - *Hyfforddiant Allanol (ar gais*)*

19/03/24 - Rheoli Risg i Gynghorwyr - 16:00-17:30 - *Hyfforddiant Allanol (ar gais*)*
*Ar agor i Gynghorwyr drwy'r **GLLC**, ac yn enwedig i'r rhai ar **Bwyllgorau Llywodraethu** ac **Archwilio**.*
*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

21/03/24 - Grŵp 6: Trais yn erbyn Menywod, Camdrin Domestig a Thrais Rhywiol -
09:30-11:30 - 'Yst. Hyfforddiant 1', Pencadlys

25/03/24 - Rhentu Doeth Cymru - 13:30-16:00 - *'Canolfan Fusnes Môn', Llangefni, LL77 7XA*
*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

Ebrill 2024

12/04/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 11:00-11:45 - *ZOOM (ar gais*)*
*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

29/04/24 - Grŵp 6: Trais yn erbyn Menywod, Camdrin Domestig a Thrais Rhywiol -
17:30-19:30 - 'Ystafell Hyfforddiant 1', Pencadlys

Dyddiadau i'w gadarnhau:

Cynllunio i Aelodau (*Mandadol i Aelodau dynodedig*)
Trwyddedu i Aelodau (*Mandadol i Aelodau dynodedig*)
Cyllid a Rheoli'r Trysorlys (*Mandadol i Aelodau dynodedig*)
Sgiliau TGCh Cyffredinol (*I'r rhai sydd yn dymuno*)

Dysgu Môn

Cefnogaeth Aelodau Etholedig
CefnogaethAelodauEtholedig@YnysMon.llyw.cymru

Elected Members' *Development Plan*

2023/24

March 2024

01/03/24 - Armed Forces Covenant Training - 11:30-12:15 - *ZOOM (on request*)*

*Should you wish to attend, please let us know by e-mail.

08/03/24 - Understanding and Using Performance Data - 09:30-13:00 - *MS Teams*

Available to Councillors on the *Executive Committee*.

11/03/24 - Armed Forces Covenant Training - 13:30-14:15 - *ZOOM (on request*)*

*Should you wish to attend, please let us know by e-mail.

13/03/24 - Risk Management for Counillors - 16:00-17:30 - *External Training (on request*)*

19/03/24 - Risk Management for Councillors - 16:00-17:30 - *External Training (on request*)*

Available to Councillors through the WLGA, and particularly for those on *Governance* and *Audit Committees*.
*Should you wish to attend, please let us know by e-mail.

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

25/03/24 - Rent Smart Wales - 13:30-16:00 - *'Anglesey Business Centre', Llangefni, LL77 7XA*

*Should you wish to attend, please let us know by e-mail.

April 2024

12/04/24 - Armed Forces Covenant Training - 11:00-11:45 - *ZOOM (on request*)*

*Should you wish to attend, please let us know by e-mail.

29/04/24 - Group 6: Violence Against Women, Domestic Abuse and Sexual Violence - 17:30-19:30 - *'Training Room 1', Headquarters*

Dates to be confirmed:

Planning for Members (*Mandatory for identified Members***)**

Licensing for Members (*Mandatory for identified Members***)**

Finance & Treasury Management (*Mandatory for identified Members***)**

General ICT Skills (*For those who wish***)**

Dysgu Môn

Elected Members' Support
ElectedMembersSupport@Anglesey.gov.wales

Cynllun Datblygu Aelodau Etholedig

Elected Members' Development Plan

2024/25

Hyfforddiant i ddod | Upcoming Training

DYDDIAD AMSER / DATE TIME	TEITL Y CWRS	COURSE TITLE	LLEOLIAD	LOCATION
25/05/2024 09:30-12:30	Deallt a Rheoli Data Perfformiad	Understanding and Using Performance Data	Ystafell Hyfforddiant 1, Pencadlys	Training Room 1, Council HQ
25/05/2024 13:30-16:00	**Mandadol** Iechyd a Diogelwch	**Mandatory** Health & Safety	Canolfan Fusnes Môn, LL77 7XA	Anglesey Business Centre, LL77 7XA
25/05/2024 09:30-16:30	Cyfamod y Lluoedd Arfog	Armed Forces Covenant	**Ar-lein:** ZOOM	**Online:** ZOOM
25/05/2024 17:30-19:30				

*Bydd holl sesiynau yn cael ei gynnal yn y Gymraeg lle bu trenfniadau'n caniatáu, gan ddarparu wasanaeth cyfieithu i gymryd rhan yn Saesneg lle bu angen.

*All sessions will be held in Welsh where arrangements allow, providing a translation service to participate in English where required.

Cefnogaeth Aelodau Etholedig
CefnogaethAelodauEtholedig@YnysMon.llyw.cymru
Elected Members Support
ElectedMembersSupport@Anglesey.gov.wales

Dysgu Môn