

REPORT TO:	Council
REPORT NO:	HCCS/23/19
DATE:	27 March 2019
REPORT FROM :	Chair of Democratic Services Committee
CONTACT OFFICER:	Louise Davies Workforce Development Lead (2982)
SUBJECT:	Member Development Programme 2019/20

1. PURPOSE OF THE REPORT

- 1.1 To present, for consideration the proposed Member Development Programme for 2019/20.

2. EXECUTIVE SUMMARY

- 2.1 The Member Development Strategy, reviewed in July and agreed by full Council in December 2018, requires Council to agree a Member Development Programme on an annual basis.
- 2.2 A range of information gathering techniques have been used in developing the programme for the coming year, in particular feedback from Members, Councilor PDR, Officers and Heads of Department.
- 2.3 The proposed programme (attached as appendix 1) for 2019/2020 was presented to the Democratic Service Committee on 14th march 2019. It includes a list of proposed 'core' topics, core training being defined as essential for all Members.
- 2.4 It is proposed that attendance figures at training events will be reported to Political Group Leaders and Democratic Services Committee quarterly.

3. RECOMMENDATIONS

- 3.1 **That Full Council consider and agree the proposed programme for the coming year.**

REASON FOR RECOMMENDATION

To ensure that the Council has a Member Development Programme in place for the coming year as required by the Authority's Member Development Strategy.

4. BACKGROUND INFORMATION

- 4.1 The Local Government (Wales) Measure 2011 sets out a number of requirements in relation to Member training and development. In particular it requires authorities to "secure the provision of reasonable training and development opportunities for its Members within budgetary constraints and offer all Members the opportunity to have an interview to discuss their training and development needs with a suitably qualified person".
- 4.2 A proposed Member Development Programme is attached as Appendix 1. A number of factors have been taken into account in the development of the programme:
- The Member Induction Programme, particularly those elements which were considered as "Core Training"
 - Internal Audit Report 2018
 - Legislation, policy and guidance
 - Feedback from Members and Officers

Appendix 1 - Proposed development opportunities will be delivered over the twelve month period.

- 4.3 Training sessions will continue to be delivered in a variety of ways appropriate to the subject matter and at times to achieve optimum attendance levels. A mix of e-learning and interactive face to face delivery will be offered. One to one Coaching and group Coaching will also be available as appropriate. Members have requested more afternoon and early evening sessions to accommodate those that work full time. As much training as possible will be delivered in house by Officers or organisations such as the Welsh Local Government Association at minimal or no additional cost. However there may be a need from time to time to commission specialist external providers or for Members to attend training outside of the County Borough as well as joint events with other councils across North Wales. We have a reduced budget in 2019/20 to deliver commissioned training.
- 4.4 Once the programme has been agreed further discussions with the relevant Officers and training providers will take place to agree the detailed content and timing of the sessions. There will be flexibility in the programme to accommodate additional Members' training needs identified during the year and changes in legislation and guidance.
- 4.5 Members are able to access e-Learning modules via the Council's e-Learning site, the Learning Platform. The council promotes mandatory modules to all employees and members which are listed in appendix 1. The Councilors section on the All Wales Academy for Local Government hosted on the NHS site Learning@Wales is currently in development for Members to access Welsh Government modules. Workforce Development will provide Members with access to the All Wales Academy when the site is accessible.

- 4.7 **Policy Framework** – The Member Development Programme supports Members in fulfilling their roles and the Council Plan outcome of Creating Conditions for Success.
- 4.8 **Budget** – Any costs incurred through the identification of Member development needs will be met either from departmental budgets or from the Member Development element within the Corporate Training Budget.
- 4.9 **Legal** – There are requirements contained within the Local Government (Wales) Measure 2011 which local authorities need to address.
- 4.10 **Staffing** – Internal Officers are administering, delivering or commissioning the training. Workforce Development and Legal Services are working together to meet Members' training & development needs.
- 4.11 **Equality/Human Rights** – Equalities and Human Rights issues were taken into account in addressing the requirements of the Local Government (Wales) Measure 2011.
- 4.12 **Risks** – There is a risk of criticism by external regulators and possible sanctions by the Welsh Government should we fail to comply with the Local Government (Wales) Measure 2011.

5. CONSULTATION

- 5.1 The report was shared with The Democratic Services Committee on 14th march 2019, who has overall responsibility for Member training and development.

PROPOSED MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2019/20**“CORE” TRAINING TOPICS**

The Executive Board defines “core” training as training which is considered essential for all Members, unless otherwise stated.

- 1. SCRUTINY** – to support the development of scrutiny members’ skills and capacity in order to deliver the agreed scrutiny vision, purpose and principles.
- 2. SOCIAL MEDIA** – to include media interviews and awareness raising of social media developments and technology.
- 3. INFORMATION TECHNOLOGY** - to include use of i –Pads, Outlook, Intranet and Council facilities available to the public on the Internet.
- 4. PLANNING GUIDANCE AND PLANNING PROCESSES** – to include the Local Development Plan. “Bitesize” training sessions on specific planning topics for Planning Cmt Members*
- 5. LICENSING LEGISLATION** - for Licensing Committee Members
- 6. CODE OF CONDUCT**
- 7. CORPORATE PARENTING INCLUDING SAFEGUARDING**
- 8. EQUALITIES** – particularly training for Scrutiny Committee and Executive Board Members

*In accordance with the Council’s Constitution, all Members of the Planning Committee shall receive training in the planning system, either before serving on the Committee, or as soon as possible after their appointment to the Committee.

PROPOSED KNOWLEDGE AND AWARENESS TOPICS

These subject areas will be delivered as and when required including changes in committee panel members, guidance or legislation using briefing notes, face to face interaction and/or e-Learning

- **COUNTER FRAUD** (including fraud risks and preventative actions and appropriate sanctions)
- **AUDIT COMMITTEE** (targeted training on matters relating to its Terms of Reference)
- **CORPORATE GOVERNANCE** –key elements
- **STANDARDS COMMITTEE** (forum and conference)
- **ANNUAL GOVERNANCE STATEMENT** (including Risk Management)

- LOCAL GOVERNMENT EDUCATION SERVICES
- ADMISSIONS AND APPEALS PROCESSES
- LEGISLATION UPDATES (E.G. SOCIAL SERVICES & WELLBEING WALES ACT, WELLBEING OF FUTURE GENERATIONS WALES ACT)
- WELSH LANGUAGE STANDARDS
- HEALTH AND SAFETY RESPONSIBILITIES
- FLOOD AWARENESS (EMERGENCY PLANNING)
- ROTA VISITOR TRAINING
- COMMUNICATIONS BETWEEN OFFICERS AND MEMBERS
- DEMENTIA FRIENDS
- TREASURY MANAGEMENT
- PERSONAL REVIEW & DEVELOPMENT TRAINING
- INTRODUCTION TO COACHING
- FINANCIAL BUDGETING/ LOCAL GOVERNMENT FINANCE
- UNSOCIABLE BEHAVIOUR AND INTIMIDATION/ PERSONAL SAFETY
- PREVENT DUTY AWARENESS
- CHILD SEXUAL ABUSE AWARENESS/ ADVERSE CHILDHOOD EXPERIENCES
- COUNTY LINES AND MODERN SLAVERY
- MENTAL HEALTH AWARENESS
- DIGITAL AWARENESS

PROPOSED SKILLS' TOPICS

- IPad training
- IT Specific - Extracting data from the webcast
- WLGA – Leadership Development

COUNCIL MANDATORY E-LEARNING TOPICS

Freedom of Information

Corporate Complaints Procedure

Corporate Safeguarding

**Data Protection (GDPR & DPA 2018)
Prevent**

**Social Services (Statutory)
Complaints Procedures**

Tackling Modern Slavery

**Violence Against Women, Domestic
Abuse and Sexual Violence**

Welsh Language Awareness