



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.00 am, TUESDAY, 11TH JULY, 2017

Location

Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH

Contact Point

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(DISTRIBUTED 03/07/17)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
Nia Wyn Jeffreys
Linda Ann Jones
Gareth A. Roberts

Annwen Hughes
Charles Wyn Jones
Olaf Cai Larsen
Catrin Elen Wager

Independent (5)

Councillors

Dylan Bullard
Anne Lloyd Jones

John Brynmor Hughes
Dewi Wyn Roberts

Hefin Underwood

Llais Gwynedd (1)

Councillor Anwen J. Davies

Llais Annibynnol Gwynedd (1)

Councillor Dewi Owen

Ex-officio Members

Chair and Vice-Chair of the Council

A G E N D A

1. ELECTION OF VICE-CHAIR

To elect a Vice-Chair for this Committee for 2017-18

2. APOLOGIES

To receive any apologies for absence.

3. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

4. URGENT ITEMS

To note any items that are a matter of urgency in the view of the Chairman for consideration.

5. MINUTES

4 - 7

The Chairman shall propose that the minutes of the last meeting of this committee held on 4th April 2017, be signed as a true record.

6. THE ROLE OF THE DEMOCRATIC SERVICES COMMITTEE

A short presentation on the Role of the Democratic Services Committee.

7. WORK PROGRAMME

8 - 12

To identify items for the Committee's Work Programme for 2017-18

8. WELCOME AND INDUCTION

An opportunity to evaluate the welcome and Members' induction days held following the recent elections.

9. LEARNING AND DEVELOPMENT

13 - 19

To discuss the opportunities available for Members' Learning and Development.

DEMOCRATIC SERVICES COMMITTEE 4/04/17

Present: Councillor Lesley Day (Vice-chair in the Chair).

Councillors: Annwen Daniels, Jean Forsyth, E. Selwyn Griffiths, Annwen Hughes, Jason Humphreys, Anne Lloyd Jones, Charles W. Jones, Dilwyn Morgan and Michael Sol Owen.

Officers: Geraint Owen (Head of Democratic Services), Vera Jones (Democratic Services Manager) and Eirian Roberts (Member Support Officer).

Apologies: Councillors Thomas G Ellis and Dylan Fernley.

1. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

2. MINUTES

The Chair signed the minutes of the previous committee meeting held on 29 November 2016, as a true record.

3. ANNUAL REPORT OF THE DEMOCRATIC SERVICES COMMITTEE

Submitted - a draft of a report to be submitted to the Council in June 2017 outlining the support for members delivered to date over this Council term, along with the elements still being developed for elected members.

The Head of Democratic Services took the opportunity to thank the Democratic Services Manager and the rest of the Team for their support for members over this Council term. He also thanked Arwel Ellis Jones, who had now commenced a period of flexible retirement from his post as Senior Corporate Support Manager, and who was staying on for a period in order to introduce councillors to the work of the new Council following the May elections. He thanked both Chairs of the committee over this Council term, Councillors Lesley Day and Thomas G. Ellis, and he extended best wishes to those members who would be standing down from the Council in May.

He noted that the date of the Full Council in the second bullet point of the Governance Arrangements under the heading 'What changes have taken place since 2012?' would be amended to read 2 March, 2017.

Observations arising from the discussion:-

- Although the website included a list of the dates of scrutiny investigation meetings, it was noted that the documents were not available for those meetings. The Democratic Service Manager replied that the agendas and notes from the scrutiny investigation meetings were not public documents and that members were the only ones who could view them. She also noted that work was afoot to further develop Modern.gov.
- It was noted that there was very little reference in the annual report to the IT provision for members, despite the fact that the Focus Group had spent a considerable amount of time addressing this; however, the intention to move from

the Ipad to more useful devices in the new Council was welcomed. It was noted that there would be an opportunity to discuss IT requirements in full during the next item.

RESOLVED to accept the report.

4. LOCAL GOVERNMENT ELECTIONS 2017

Submitted - a report updating the committee on the member induction arrangements following the elections on 4 May, 2017.

The Democratic Services Manager gave a short presentation on the election arrangements, and referred to:-

- The Current Situation
- Timescale
- Induction

In response to questions from members, the Democratic Services Manager noted:-

- That members would sign-up to accept the post when visiting the Code of Conduct stall on the Welcome Days on the 9 and 10 of May and that this would be legally acceptable.
- There would be a need to consider the situations of those members who served on outside bodies, but who would not be re-elected to the Council after May, on a case-by-case basis.

The latest version of the Members Portal was displayed and members were asked to contact the Democratic Services Manager, or a member of the Team, if they wished to present ideas on how the portal could be developed further.

The Head of Democratic Services provided an update on the situation of the IT provision to members from May onwards. He noted:-

- As a result of differing opinions amongst the members of the Focus Group (three were of the opinion that we should standardise on the Microsoft Surface Pro 4, one preferred the Surface Pro 4 personally, but was happy for others to choose and one favoured the Ipad Air 2 for everyone), that he had been asked, as the Head of Democratic Service, to make a decision on the matter.
- That he had thoroughly considered the matter, taking into account the views of the majority and consulting with officers and the Deputy Leader, who was a member of the Focus Group, but that he had ultimately decided on the Microsoft Surface Pro 4, on the grounds that it offered much more than what was possible with other types of devices.
- The intention over time would be to move completely to the Surface Pro 4, and although everyone would be encouraged to use the Surface Pro 4 from the start, the returning members would be allowed to continue using the Ipad until the time would come for them to renew their device.
- Members would also be entitled to use their own personal devices and the IT Unit was confident that they could support those devices also.

The Chair expressed her disappointment that this committee had not been given the opportunity to make a decision on the matter and she asked those members who had served on the Focus Group to submit their views.

Every member of the group noted that they supported the Head of Service's decision. The Democratic Services Manager added that the timetable for purchasing the equipment meant that it had not possible for the Focus Group to report back to the committee.

The importance of arranging training for members on the new equipment early-on was emphasised. The Head of Democratic Services replied that training had been arranged for June/July and that IT officers would be available on the day of the Annual Council to assist members to gain access to their documents. The Democratic Services Manager added that every member would be asked to fill in a questionnaire at the start of the new Council regarding their level of confidence when using technology.

A discussion was held on what would happen to the current equipment. It was noted that the Focus Group had recommended that the members be asked to return the equipment to the Council and that they be gifted to schools so that they could continue to be used as a Council resource.

Some members expressed their disappointment that members would not be offered an opportunity to purchase the devices at a reasonable price. It was noted that the I pads were no longer in a very good condition and that the schools would prefer to receive more up-to-date equipment.

Since the Head of Democratic Services had been asked to make a decision regarding the devices, it was suggested that it would also be sensible for him to make a decision regarding what would happen to the I pads. The Head of Democratic Services replied that he would have to check this, but that he would like members to propose their recommendation before that happened.

RESOLVED

- 1. To support the decision of the Head of Democratic Services to select the Microsoft Surface Pro 4 as the most suitable electronic device for members from May onwards.**
- 2. In relation to the existing devices, a recommendation to the Head of Democratic Services to give members the option to:-**
 - Purchase the I pads at a reasonable price.**
 - Return them to the Council to be cleaned of all data and gifted to schools.**
 - Continue using them for the time being, and to select one of the above-mentioned options when the time came for them to be upgraded to the Surface Pro 4.**

5. MEMBERS CHARTER

Submitted - a report updating the committee on the request for a Members Charter, referring specifically to the work of developing descriptions of members' roles.

It was noted that one of the main advantages of creating and adopting a 'description of roles' would be so that new members could use them as a guide to better understand the various roles on different committees. The committee was invited to submit the 'description of roles' in their current draft form as a recommendation for the new full Council to adopt them formally at its meeting in June. The committee was also requested to publish the draft 'description of roles' on the members Portal as a tool to assist new members in May, before the new Council formally adopted them.

It was suggested that the 'description of roles' should include a clause that members had to attend meetings, but it was noted that this would be in breach of the 6 month rule, namely Section 85 of the Local Government Act 1972, which provided that a member's period on

the Council would end 6 months after his/her last attendance at a Council meeting, unless the authority approved the absence.

The Democratic Services Manager noted that it was a matter of encouragement and that 'attending all relevant meetings and committees...' had been listed as one of the specific functions in the description of the role and responsibilities of a Council Member. An enquiry was made as to whether or not this function could be highlighted in bold print, but it was noted that this could undermine the other functions on the list, which were as important.

The Democratic Services Manager suggested that Welsh Government's recent White Paper on local government reform could be considered in order to see whether or not the expectations in relation to attendance could be strengthened.

RESOLVED

1. **To submit the 'description of roles' in their current draft form as a recommendation to the Full Council to be adopted formally at its meeting on 15 June, 2017.**
2. **To submit the 'description of roles' in their current draft on the Members Portal until they are formally adopted by the Full Council.**

6. FINANCIAL REMUNERATION FOR ELECTED MEMBERS

Submitted - a report updating the committee on financial remuneration matters and seeking their views on the recommendations to the new Council regarding what should be paid in the first year of the new Council.

Reference was made to the main points in the Annual Report of the Independent Remuneration Panel for Wales published in February, and the committee's views were sought on two specific points, namely:-

- Each individual council to decide on setting Cabinet Members on one of two levels, Level 1 (£29,100) or Level 2 (£26,200).
- Each individual council to decide on setting Committee Chairs on one of two levels, Level 1 (£22,100) or Level 2 (£20,100).

Members were reminded that the Council had decided to make payments on Level 1 the previous year. It was noted, when making the decision for this year, that the Council should consider, not only on which level to place the various posts, but also whether or not there was a difference in the responsibilities shouldered by Committee Chairs (including those who received special recognition at present and those who did not).

RESOLVED to recommend to the Council:-

1. **That salary levels for Cabinet Members and Committee Chairs remain at Level 1 in the first year of the new Council.**
2. **To carry out a survey of the workload of all chairs within a year to see whether or not there is room to vary the decision or reconsider the salary levels.**

The meeting commenced at 10.00 am and concluded at 11.40 am

CHAIRMAN

Agenda Item 7

MEETING	Democratic Services Committee
DATE	11 th July 2017
SUBJECT	Democratic Services Committee work programme
PURPOSE	Prioritise matters to be included in the forward work programme for the year ahead
AUTHOR	Vera Jones, Democratic Services Manager

1. Geraint Owen, Head of Democratic Services, presented his annual report to the Full Council on 15th June, 2017. The report outlined the support to members that has been developed to date, over the term of the previous Council. In addition the report outlined the elements that are still being developed for elected members which is likely to be the focus of the work of the Democratic Services Committee over the months and years to come.

2. A full copy of the report can be seen on the following link:

<https://democracy.cyngor.gwynedd.gov.uk/documents/s12533/Head%20of%20Democratic%20Services%20Annual%20Report%202016-17.pdf>

The section of the report outlining the work still being developed can be seen in **Appendix A** below. Some updates have already been made – updates are in *italics* in the appendix.

3. In addition, in order to assist Committee members to form a rational work programme, all members were contacted in advance to ask for any matters they wished to raise on behalf of their fellow members. Comments received so far have been in relation to IT matters.

4. In addition, I recommend that the following items require the committees' attention during the year:

- i. Elected Members' annual reports
- ii. Consultation on members remuneration
- iii. Personal development interviews
- iv. Members Charter
- v. IT matters
- vi. Head of Democratic Services Annual Report

5. In order to assist the Committee, a draft work programme has been included in **Appendix B**. Note that a few items have not been timetabled. The workprogramme will be adapted as required in order to respond to matters which arise during the year.

1. The Democratic Services Committee is asked to prioritise the matters for attention during the year and confirm the forward work programme for the year.

APPENDIX A

What are the plans for 2017/18 and onward?

24 new members were welcomed to the Council following the May 2017 elections and, in order to support them and all members, the following plans are being developed:

- ❖ Intense induction/training – Welcoming days were held on 9th and 10th May, 2017, with initial feedback being positive. In addition, a full training and information providing programme has already been developed for the first year. The Democratic Services Committee will assess the training programme during the first year in order to ensure that the correct issues are identified and prioritised for the following year's programme, and for the future.
(Welcome Days held – committee item to assess the success of the days and considerations for the future. Also, Learning and Development to be discussed during the meeting)
- ❖ Develop the new scrutiny model and implement it. The Council adopted a new scrutiny model at its meeting on 2nd March, 2017. Specific work will take place to establish and implement the new arrangements in 2017/18.
(work already beginning)
- ❖ Arrangements for claiming travelling costs online and online salary slips. Over the last few weeks arrangements have been implemented to allow members to claim travelling costs online. Claiming through electronic methods will enable members to process their claims from home at a time convenient for them, and will reduce paperwork for everyone.
(Arrangements are in place for all members to claim travelling costs online through the self service system.)
- ❖ Further response to the Government's White Paper on Reforming Local Government
- ❖ Consult continuously with Members of the Democratic Services Committee in order to identify areas for improving efficiency and opportunities for improving the service
- ❖ Adopt role descriptions for the various roles for members. The Democratic Services Committee has worked to develop role descriptions for the various roles which are undertaken by various members in order to ensure guidance and clarity for members on the expectations of various roles. The role descriptions will be presented to the Full Council on June 15th 2017 for adoption.
(Description of roles were adopted by Full Council on 15 June, 2017)
- ❖ Ensuring that members understand the requirements of outside bodies, and what the work would entail should they be nominated for these bodies
(Arrangements for nominating members to represent the Council on outside bodies are underway, including the reporting requirements for each body).
- ❖ Continue to develop the Members' Portal. The Members' Portal is a recent development for the new Council term. It is an 'intranet' for members where useful information will be

available in one central location. Members would be consulted on a regular basis in order to constantly improve this resource.

(members' "porth" was developed for May 2017, further work will be required to develop the site over the coming months/ years)

- ❖ Assist members in their role as Local Members. This matter was identified by former members and the intention is to develop a way in which members can file information that is related to their work in their ward, rather than their Council work only.

- The current consultation on Constituency Boundaries by the Boundary Commission is ongoing. When the result of the consultation is made clear, it will be necessary to implement it from 2022 onward.
(Council's response to the first element of the work was adopted during the Full Council meeting held on 15 June, 2017. Further response and formal proposals will be expected at the beginning of 2018).

- ❖ Continue to consult with members, especially members of the Democratic Services Committee about how to improve the support they receive.

APPENDIX B

11/07/2017
<ul style="list-style-type: none">• Intorduction to the role of the Committee• Work programme• Welcome Days• Learning and Development
19/09/2017
<ul style="list-style-type: none">• Elected Members annual reports• Personal Development Interviews• Members Charter
05/12/2017 *
<ul style="list-style-type: none">• Consultation on members remuneration• Members Charter
12/04/2018
<ul style="list-style-type: none">• Head of Democratic Services Annual Report• Elected Members annual reports

* date likely to be changed

No timetable so far

IT matters

Self service and the Member's "porth"

Government's White Paper on Reforming Local Government

Support to local members

Agenda Item 9

Meeting	Democratic Services Committee
Date	11th July, 2017
Subject	Training and Developing Members
Purpose	Updating the committee on the current provision and what is being planned and to seek guidance and observations on further developments
Author	Carey Cartwright Learning and Development Manager

1. One vital part of the role of this committee, in ensuring appropriate support for the Council's members in their work, is to keep an eye on and offer improvements to the provision for training and developing members.
2. The committee did this prior to the election and there was considerable discussion with members about the content of the training and development programme, particularly for the first year of the new Council. This led to the arrangements for the new initial induction days implemented soon after the election (that will be the subject of a separate discussion at the committee meeting) and also the programme of training and development sessions for the first year.
3. A copy of the programme for that first year is attached to this report as Appendix 1. We can report verbally to the committee on the response to the provision so far but, of course, it is still early days with many important sessions on key matters yet to take place. However, even at this time, it would be useful to have the reflections of committee members on what has been offered and any needs not provided for yet.
4. One thing that was very clear, from members' views expressed previously, was that the greatest interest was not in formal training (courses etc) only but a number of observations were made about the need to ensure less formal but more regular support for members.
5. This has led us to seek to establish arrangements for mentoring and coaching. Appendix 2 reports on these two provisions, what they entail and the difference between them.
6. This possible provision was mentioned at the Learning and Development Stall on the Induction Days and, soon, we will be circulating all the members to see who would be interested in such support. Some members have already expressed an interest and we are organizing suitable provision. Amongst them are some new members who have been offered initial 1:1 interviews with a senior officer to identify development needs.
7. As is clear from Appendix 2, the roles of mentor and coach are different and it is important that it is more experienced fellow councilors operate as mentors. In this regard, two things are in hand. Firstly, we have contacted all political groups to seek the names of more experienced councilors who would be willing to act as mentors to less experienced members. Secondly, we are organizing training for those keen to act as mentors to help them to be effective in the role.
8. The committee's observations and guidance are sought on the training programme and on the development of mentoring and coaching arrangements for members.

RHAGLEN HYFFORDDIANT AELODAU ETHOLEDIG CYNGOR GWYNEDD

GWYNEDD COUNCIL'S ELECTED MEMBERS' TRAINING PROGRAMME

2017/18

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Mai 26 May	(10:00 – 12:00)	Cyflwyniad I Gynllunio – Sesiwn I Holl Aelodau	Siambr DAFYDD ORWIG Chamber	Gareth Jones / Rhun ApGareth
	(1:30 – 3:30)	Hyfforddiant I Aelodau'r Pwyllgor Cynllunio / Training for Members of the Planning Committee	Siambr HYWEL DDA Chamber	Gareth Jones / Rhun ApGareth
Mehefin 13 June	(diwrnod cyfan/all day)	Anwytho Awdurdod Tân / Fire & Rescue Service Induction	I'w gadarnhau / To be confirmed	I'w gadarnhau / To be confirmed
Mehefin 7 June	(10:00 – 12:30)	Cod Ymddygiad / Code of Conduct	Siambr DAFYDD ORWIG Chamber Siambr Dafydd Orwig	Iwan Evans/Sion Huws
	(10:00 – 12:30)	Gweithdy Anffurfiol Technoleg Gwybodaeth / Informal IT Workshop (niferoedd cyfyngedig o 12 / limited numbers of 12)	Ystafell Ddysgu Enlli Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Ken Richardson
	(2:00 – 4:00)	Cyllideb y Cyngor / The Council's Budget (niferoedd yn gyfyngedig I 12 / limited numbers of 12)	Ystafell Dwryd Room, Galw Gwynedd, Penrhyndeudraeth	Dafydd LI Edwards & Dewi Morgan
Mehefin 14 June	(10:00 – 12:30)	Swyddogaethau'r Pwyllgor Archwilio / The Audit Committee's Functions (Ar gyfer Aelodau'r Pwyllgor Archwilio / For Members of the Audit Committee)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Luned Fôn Jones & Dewi Morgan
	(1:30 – 3:30)	Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 / Wellbeing of Future Generations (Wales) Act 2015	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Janet Roberts

Mehefin 26 June	(10:00 – 12:00)	Deddf Llesiant Cenedlaethau'r Dyfodol / Wellbeing of Future Generations (Wales) Act 2015	Ystafell DWYRYD Room, Penrhyndeudraeth	Janet Roberts
Gorffennaf 5 July	(10:00 – 12:00)	Ffordd Gwynedd	Siambr Dafydd Orwig Chamber	Dilwyn O Williams
	(2:00 – 4:00)	Cod Ymddygiad / Code of Conduct (ail sesiwn l'r rhai a fethodd 7/6/16 / 2 nd session for those who missed 7/6/16)	Siambr Dafydd Orwig Chamber	Iwan Evans/Sion Huws
	(2:30 – 4:30)	Cyllideb y Cyngor / The Council's Budget (niferoedd yn gyfyngedig l 12 / limited numbers of 12)	Ystafell Ddysgu Enlli Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Dafydd Edwards/Dewi Morgan
Gorffennaf 14 July	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell Deudraeth Room, Penrhyndeudraeth	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
Gorffennaf 19 July	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
	(1:30 – 4:00)	Arwain a Chyfrannu at Bwyllgorau Effeithiol / Leading and Contributing to Effective Committees	Siambr Dafydd Orwig Chamber neu/or Siambr Hywel Dda Chamber	Arwel Ellis Jones a Iwan Evans
	(1:30 – 3:30)	Gweithdy Anffurfiol Technoleg Gwybodaeth / Informal IT Workshop (i'r rhai a fethodd 7/6/16 / to those who were unable to attend on 7/6/16) (Niferoedd cyfyngedig o 12 / limited numbers of 12)	Ystafell DWYRYD Room, Penrhyndeudraeth	Ken Richardson

Gorffennaf 21 July	(10:00 – 12:30)	Gwneud I Gyfryngau Cymdeithasol weithio I Gynghorwyr / Making Social Media work for Councillors)	Ystafell Ddysgu MAWDDACH Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Sion Gwynfryn Williams, Sion Huws
Medi 7 September	(10:00 – 1:00)	Côd Ymddygiad – Sesiwn Dilyniant / Code of Conduct – Follow-up session	Siambwr Hywel Dda Chamber	Rhun ApGareth/Sion Huws
	(2:00 – 4:00)	Egwyddorion Addysg / Education Principles	Siambwr DAFYDD ORWIG Chamber	Mai Bere
Medi 15 September	(10:00 – 12:30)	Gwneud I Gyfryngau Cymdeithasol weithio I Gynghorwyr / Making Social Media work for Councillors)	Ystafell Deudraeth Room, Penrhyndeudraeth	Sion Gwynfryn Williams, Sion Huws
Medi 20 September	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell PRYSOR Room, Penrhyndeudraeth	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
	(1:00 – 3:30)	Arwain yn Ddiogel / Safe Leadership (Ar gyfer Aelodau newydd ac Aelodau sydd heb fod ar yr Hyfforddiant / For New Members & Members who have not previously attended)	Ystafell Deudraeth Room, Penrhyndeudraeth	Catrin Love / Gail Warrington
Medi 27 September	(10:00 – 12:00)	Egwyddorion Addysg / Education Principles	Ystafell DEUDRAETH Room, Penrhyndeudraeth	Mai Bere
	(1:00 – 3:00)	Polisi Gosod a Digartrefedd / Housing Allocation Policy & Homelessness Duties	Ystafell DEUDRAETH Room, Penrhyndeudraeth	Arwel Owen
Medi 29 September	(9:30 – 12:30)	Darllen yn Gyflym / Speed Reading	Siambwr HYWEL DDA Chamber	Clare Forrest
	(1:30 – 4:30)	Darllen yn Gyflym / Speed Reading	Siambwr HYWEL DDA Chamber	(Structured Learning)

Hydref 4 October	(1:30 – 4:00)	Gwneud I Gyfryngau Cymdeithasol weithio I Gynghorwyr / Making Social Media work for Councillors)	Ystafell Ddysgu MAWDDACH Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Sion Gwynfryn Williams, Sion Huws
Tachwedd 3 November	(trwy dydd/all day)	Ymgysylltu â Chynghorwyr newydd bob Rhanbarth / A Regional Induction Event for New Councillors	Canolfan Fusnes CONWY Business Centre	Cymdeithas Llywodraeth Leol Cymru Welsh Local Government Association
Tachwedd 8 November	(1:30 – 3:30)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre	Delyth Gadlys Williams
Tachwedd 15 November	(10:00 - ????)	Rhiantu Corfforaethol / Corporate Parenting	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Marian Parry Hughes
	(1:30 – 3:30)	Cyfrifoldebau Tai a Phartneriaethau yng Ngwynedd / Housing Responsibilities & Partnerships in Gwynedd	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Arwel Wyn Owen
Tachwedd 22 November	(10:00 – 12:00)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Ystafell DEUDRAETH Room, Penrhyndeudraeth	Delyth Gadlys Williams
	(1:30 – 3:30)	Polisi Gosod a Digartrefedd / Housing Allocation Policy & Homelessness Duties	Ystafell Ddysgu ENLLI Learning Room, Caernarfon	Arwel Wyn Owen
Rhagfyr 1 December	(10:00 – 12:30)	Gwneud i Gyfryngau Cymdeithasol weithio I Gynghorwyr / Making Social Media work for Councillors)	Ystafell Deudraeth, Penrhyndeudraeth	Sion Gwynfryn Williams, Sion Huws
Rhagfyr 13 December	(10:00 – 12:00)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Ystafell Deudraeth Room, Penrhyndeudraeth	Delyth Gadlys Williams

Ionawr 10 January	(10:00 – 12:00)	Rhiantu Corfforaethol / Corporate Parenting (I'r rhai sydd methu mynychu 15/11/17 / To those who are unable to attend on 15/11/17)	Ystafell Deudraeth Room, Penrhyndeudraeth	Marian Parry Hughes
	(1:30 – 4:00)	Arwain yn Ddiogel / Safe Leadership	Ystafell Deudraeth Room, Penrhyndeudraeth	Catrin Love & Gail Warrington
Ionawr 31 January	(10:00 – 12:00)	Rôl y Gymraeg yn y Gymuned / The role of Welsh in the Community	Ystafell Deudraeth Room, Penrhyndeudraeth	Debbie Anne Williams-Jones a Gwenllian Mair Williams (Hunaniaith)
	(1:30 – 4:00)	Diogelu Plant / Safeguarding Children	Ystafell Deudraeth Room, Penrhyndeudraeth	Dafydd Paul & Clare Trappe
Chwefror 21 February	(am)	- - RHYDD / FREE -		
	(1:30 – 3:30)	Rôl y Gymraeg yn y Gymuned / The role of Welsh in the Community	Siambr HYWEL DDA Chamber, Caernarfon	Debbie Anne Williams-Jones a Gwenllian Mair Williams (Hunaniaith)
Mawrth 21 March	(am / pm)	- RHYDD / FREE -		
Dyddiad i'w gadarnhau / Date to be confirmed		Deall Gwynedd – Gwybodaeth am y Sir / Learning about Gwynedd – Information about the County	Emyr Edwards	Fforymau Ardal



Coaching and Mentoring for Elected Members

Purpose

Coaching and Mentoring is part of a wider provision, to support Elected Members to effectively fulfil their roles in order to achieve the best for the people of Gwynedd.

This support is available for all members and it will be tailored to reflect individual needs (e.g. specific roles such as Cabinet Members, Chairs, members of specific Committees etc.).

Coaching and Mentoring

These two techniques are recognised world-wide as extremely valuable and effective development methods for supporting the development of individuals in all fields.

They are methods that are based on a one-to-one professional relationship which enables individuals to reflect on experiences and consider options for implementation. The sessions follow a clear structure and create a space for individuals to openly discuss issues in a confidential and safe environment. The individual decides on the focus of the sessions and the number required to be held.

Very simply, **Coaching** supports individuals to **identify solutions on their own** whilst **Mentoring** includes an element of **guidance from someone who's experienced** in the field.

The Coaching provision will use a combination of qualified internal and external Coaches. The Mentoring support will be provided internally from experienced Members who have been trained to mentor others.

COACHING	MENTORING
<p>What is 1:1 Coaching?</p> <p>A professional relationship between two people.</p> <p>Coaches are qualified to a professional level. The Coach supports the Coachee (the person who wants to be coached) to consider what needs to be achieved, and to reach their own solutions. It is also an opportunity to reflect on experiences, create clarity and develop confidence.</p> <p>How this will happen (roughly)</p> <ul style="list-style-type: none"> • Discuss the development needs in order to identify whether coaching is appropriate • Individual to apply for coaching • Pair with a Coach • Hold the initial meeting • Agree on what your focus will be, and the frequency of sessions • Hold the sessions • Reflection 	<p>What is Mentoring?</p> <p>A professional relationship between two people.</p> <p>Mentors are qualified to a professional level. The Mentor is experienced in a specific field and the Mentoree (the person who wants to be mentored) wants to develop in this field. The Mentor will use his/her experience to enable the Mentoree to develop himself/herself.</p> <p>How this will happen (roughly)</p> <ul style="list-style-type: none"> • Identify suitable Mentors within political groups or within expertise (e.g. a specific committee such as Planning) • Develop these individuals as Mentors (Training from Bangor University) • Identify members who want a mentor <ul style="list-style-type: none"> ○ New members ○ Members in a new role ○ Members to be developed for the future • Pair a Mentor with a Mentoree • Hold an initial meeting to discuss development needs and agree on the focus • Hold the sessions • Reflection