

<b>MEETING</b>	Democratic Services Committee
<b>DATE</b>	November 2022
<b>TITLE OF THE REPORT</b>	Learning and Development Provision for Members
<b>PURPOSE:</b>	To provide an update about the <i>Learning and Development</i> provision for Members, and highlight successes, challenges and developments
<b>RECOMMENDATION</b>	The Committee is invited to consider the current training arrangements and suggest any titles or additional support they wish the <i>Learning and Organisational Development</i> team to provide
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## 1. OVERVIEW

It has been a period of substantial and continuous change in terms of the Learning and Development provision. This was mainly due to the Covid crisis as any face-to-face training had to be suspended for some time (as noted in previous reports), and alternative training methods had to be developed e.g. virtual ('remote') training. This restricted the number of events held for a period, and the training programme was also lighter as we approached the end of the electoral term.

Detailed planning was undertaken to prepare a programme for the new electoral term, with comprehensive induction sessions followed by a series of events (starting with the highest priorities). Historically, a full development programme was provided which included training sessions and other developmental elements such as workshops, coaching, mentoring and e-learning, as well as a programme to develop the Leadership. We are now again offering some face-to-face training events balanced with 'remote' events, in order to be able to offer a similar range of developmental opportunities.

We have consulted in detail on the content and teaching style for the 2022/23 training programme, in order to offer an appropriate variety of relevant, high quality titles.

The success of the programme is supporting Elected Members to accomplish their roles effectively and the programme includes *core* titles (which are identified by Officers mainly) and *developmental* titles which provide Members with an opportunity to consider their own personal learning and development needs.

## 2. DEVELOPMENTAL EVENTS

### 2.1 Training Programme

The 2022-23 training programme (Appendix 1) notes the range of developmental events held since May 2022 up to the present day (and on to the end of March 2023).

A busy programme of events can be seen with an initial focus on training that is key to perform the role e.g. **The Code of Conduct, Corporate Parenting**, for specific committees e.g. **Training for Members of the Planning Committee**, and also titles such as **Safe Leadership and Personal Safety** which address the health and well-being of Members. We would like to emphasise the importance of attending sessions, especially core titles e.g. **Equality**.

Attendance rates have varied greatly, despite offering a selection of dates in order to provide flexibility. A large number of Members attended the session on **Categorising Schools according to Welsh Medium Provision**, but the response to some other titles is disappointing e.g. only 12 have registered for the **Safeguarding Children and Adults** session on 9 November and 8 for 16 November. (We understand that Cllr Elin Walker Jones intends to send a message noting the importance of the Safeguarding training, and understanding the key background work that takes place in the Department.)

It should be noted that the content of the **Safe Leadership and Personal Safety** training under the guidance of Catrin Love has been adapted in light of the current situation. We would like to encourage all Members who did not attend the first sessions to make every effort to attend the sessions timetabled for January 2023.

It is important to again share the message that training sessions are offered for a reason i.e. to help Members to perform their role more effectively when representing their electors. It should also be noted that they are refreshers for returning Members, in order to keep up with changes and to learn about the latest work that is undertaken by the Departments.

### 2.2 Coaching and Mentoring

Coaching and mentoring sessions are still available, and several Members have taken advantage of them.

## 3. LOOKING TO THE FUTURE

### 3.1 Developmental Titles

It can be seen from the programme (Appendix 1) that a comprehensive programme is in place. As well as the above programme, additional sessions are developed in response to demand. One example of this is **Social Media** training which will include *using social websites* with a focus on basic

principles and what to do/not to do in light of bullying etc. This has been raised by a number of Members in teatime chats. An invitation will be sent out once we have agreed on content details and practical arrangements with the provider.

### **3.2 Leadership Development**

The Cabinet has committed to a developmental programme to maximise effectiveness as individual leaders and as a team.

### **3.3 Personal Development Reviews**

Members will be invited to take advantage of a personal review session with a Learning and Development specialist, to discuss their training/developmental needs and to draw up a personal developmental programme. This may be of particular interest to new Members. The invitation will be sent to Members informing them of arrangements in due course.

## **4. CHALLENGES**

### **4.1 Attendance Rates**

As noted in 2.1, attendance rates (even with technological options) have been disappointing for some titles and the benefit and personal advantages need to be emphasised again.

### **4.2 Using Technology to Provide Training**

Although the virtual ('remote') teaching style is not as effective for everyone, the technology has developed and evolved substantially in recent years, improving learning experiences and maximising its effectiveness. Virtual ('remote') learning is now well-established and it will be a key element of every learning and development programme (alongside 'traditional' learning) in future.

There are clear advantages in terms of 'any time - any place' access to the learning (technology permitting), and it also reduces travel time for Members and contributes towards the green agenda by cutting down mileage.

We have experimented with video recordings of learning sessions (Welsh and English versions) so that Members can watch them again or can access them if they were unable to attend the 'live' session. Whilst the recordings are a convenient 'back up' resource - they should not replace the live sessions. This can also cause a problem in terms of record-keeping as there is no evidence that an individual is present for the entire session.

Another point is contributions/engagement in sessions, with a number of Members attending without switching on their cameras. It should be noted that this is difficult for trainers as they cannot see and assess responses, and it is also a matter of courtesy and respect for the person delivering the presentation. Therefore, we would like to note the importance of switching on cameras during the sessions.

#### **4.3. Gathering Feedback - Measuring Impact**

Gathering feedback after training sessions has been exceptionally important to us as a Service in order to continuously learn and improve our provision. It is possible to do this electronically (or by other methods), and we would like to encourage all Members to share observations and suggestions.

#### **4.4 The Response of the Learning and Organisational Development Service**

- Continue to gather evidence about obstacles for Members to be able to take advantage of developmental opportunities in order to increase attendance rates
- Continue to develop the virtual ('remote') teaching style and trial new software/techniques
- Monitor use of video recordings of learning sessions to ensure that it is not regarded as a replacement for attending 'live' sessions
- Support Members to ensure easy access to learning through technology
- Invite Members to highlight 'gaps' in the Learning provision
- Tailor learning programmes to the needs of individuals and groups

#### **3.4 Offer individual consultations and support (Personal Development Reviews)**

- Provide valuable learning experiences

### **5. 2022/23 TRAINING PROGRAMME**

The training programme for 2022/23 is still evolving. (Appendix 1).

The titles in the programme are based on:

- Suggestions from Officers and Departments on their specialist fields
- Suggestions by Members (fields for personal development as well as groups)

***The Committee is invited to consider the current programme and to propose suggestions for additional fields/titles to be included.***

***The Committee is also invited to consider the training arrangements and suggest any additional support that would enable Members to take advantage of developmental opportunities, and encourage them to take responsibility for their own learning.***

# RHAGLEN DATBLYGU AELODAU ETHOLEDIG

## ELECTED MEMBERS' DEVELOPMENT PROGRAMME

APPENDIX 1

2022/23

Dyddiad ac amser / <i>Date and time</i>	Digwyddiad / <i>Event</i>	Dull Dysgu / <i>Learning Method</i>	Arweinwyr / <i>Leaders</i>
Mai 10 + 11 May	Diwrnod Croeso / Welcome Day	Hybrid	Amrywiol
Mai 30 May (10:00 – 11:00)	Cyflwyniad i Gynllunio / Introduction to Planning (Holl Aelodau / All Members)	Rhithiol / virtual	Gareth Jones/Keira Sweeney/Rebeca Jones
Mehefin 6 June (2:00 – 3:00)	Hyfforddiant i Aelodau'r Pwyllgor Cynllunio / Planning Committee Members Training	Rhithiol / Virtual	Gareth Jones/Keira Sweeney/Rebeca Jones
Mehefin 8 June (10:00 – 11:00)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Rhithiol / Virtual	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
Mehefin 9 June (10:00 – 12:30)	Y Cod Ymddygiad / The Code of Conduct	Rhithiol / virtual	Iwan Evans (Pennaeth Gwasanaethau Cyfreithiol / Head of Legal Service)
Mehefin 22 June (10:00 – 11:00) (14:00 – 15:00)	Cyflwyniad i Opsiynau Tai Gwynedd / Introduction to Gwynedd Housing Options	Rhithiol / virtual	Swyddogion Amrywiol (Tai ac Eiddo)
Mehefin 29 June (10:00 – 12:30)	Hyfforddiant i Aelodau'r Pwyllgor Llywodraethu ac Archwilio / Training for the Governance & Audit Committee Members	Rhithiol / Virtual	Dewi Morgan / Luned Fon Jones
Mehefin 30 June (10:00 – 11:00)	Cyflwyniad i Ddigartrefedd / Introduction to Homelessness	Rhithiol / virtual	Swyddogion Amrywiol (Tai ac Eiddo)

	(16:00 – 17:00)			
Gorffennaf 7 July	(10:00 – 11:00) (16:00 – 17:00)	Cyflwyniad i'r Cynllun Gweithredu Tai / Introduction to the Housing Action Plan	Rhithiol / virtual	Swyddogion Amrywiol (Tai ac Eiddo)
<b>Gorffennaf 13 July</b>	<b>(10:00 – 12:30)</b> <b>(2:00 – 4:30)</b>	<b>Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality</b>	<b>Rhithiol / Virtual</b>	Delyth Gadlys Williams
<b>Gorffennaf 25 July</b>	<b>(4:00 – 5:00)</b>	Gofal Cartref – Diweddariad ar y model Newydd Home Care – Update on the new model	Rhithiol / Virtual	Meilys Haulfryn Smith, Sian Wyn Griffiths
<b>Medi 8 September</b>	<b>(2:00 – 3:30)</b>	<b>Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership &amp; Personal Safety (Sesiwn dwyieithog / bilingual session)</b>	<b>Rhithiol / virtual (Zoom)</b>	Catrin Love (Ymgynghorydd Iechyd Diogelwch a Lles / Health, Safety & Wellbeing Consultant)
Medi 9 September	(10:00 – 11:00)	Cadeirio Pwyllgorau Craffu – Agweddau Cyfreithiol / Chairing Scrutiny Committees – Legal Aspects)	Rhithiol / virtual	Sion Huws
<b>Medi 14 September</b>	<b>(2:00 – 4:30)</b>	<b>Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality</b>	<b>Rhithiol / virtual</b>	Delyth Gadlys Williams
<b>Medi 21 September</b>	<b>(10:00 – 12:30)</b>	<b>Y Cod Ymddygiad / The Code of Conduct</b>	<b>Rhithiol / virtual</b>	Iwan Evans (Pennaeth Gwasanaethau Cyfreithiol / Head of Legal Service)
<b>Medi 28 September</b>	<b>(2:00 – 3:00)</b>	<b>Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility</b>	<b>Rhithiol / virtual</b>	<b>Helen Mary Parry</b>
<b>Medi 29 September</b>	<b>(2:00 – 3:30)</b>	<b>Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership &amp; Personal Safety (Sesiwn Cymraeg / Welsh medium session)</b>	<b>Rhithiol / virtual (Teams)</b>	<b>Catrin Love</b>
Hydref 5 October	(1:30 – 3:30)	Catgoreiddio Ysgolion yn ôl y ddarpariaeth cyfrwng Cymraeg / Categorising Schools according to the Welsh language provision	Rhithiol / virtual	Debbie Williams-Jones
Hydref 10 October	(2:00 – 3:30)	Polisi Cynllunio a'r Cynllun Datblygu Lleol / Planning Policy & the	Rhithiol / virtual	Gareth Jones a Rebeca Angharad

Hydref 12 October	(10:00 – 11:30)	Local Development Plan		Jones
<b>Hydref 12 October</b>	<b>(2:00 – 3:00)</b>	<b>Deddf Llesiant Cenedlaethau'r Dyfodol / Future Generations</b>	<b>Rhithiol / virtual</b>	<b>Dewi Wyn Jones a Sandra Thomas</b>
<b>Hydref 27 October</b>	<b>(10:00 – 11:00)</b>	<b>Wellbeing Act</b>		
Hydref 19 October	(2:00 – 3:30)	Ffordd Gwynedd	Rhithiol / virtual	Dafydd Gibbard (Prif Weithredwr/Chief Executive)
<b>Tachwedd 9 November</b>	<b>(10:00 – 11:00)</b>	<b>Diogelu Plant ac Oedolion / Safeguarding Children &amp; Adults</b>	<b>Rhithiol / virtual</b>	<b>Dafydd Paul / Mannon Trappe</b>
<b>Tachwedd 16 November</b>	<b>(2:00 – 3:00)</b>			
Tachwedd 11 November	(10:00 – 11:30)	Ffordd Gwynedd	Rhithiol / virtual	Geraint Owen a Carey Cartwright
Tachwedd 11 November	(1:00 – 2:30)	Hyfforddiant i'r Pwyllgor Llywodraethu ac Archwilio – Y Broses Gwynion   The Complaints Procedure – Training for the Governance & Audit Committee	Rhithiol / Virtual	Matthew Harris (Ombudsman)
Tachwedd 22 November	(1:30 – 4:30)	Amrywiaeth mewn Democratiaeth i Ferched/ Diversity in Democracy for Women	Rhithiol / Virtual	Dr Jessica Laimann Swyddog Polisi a Materion Cyhoeddus Women's Equality Network (WEN) Wales / Rhwydwaith Cydraddoldeb Menywod (RhCM) Cymru
<b>Tachwedd 24 November</b>	<b>(10:00 – 11:00)</b> <b>(3:00 – 4:00)</b>	<b>Rhiantu Corfforaethol / Corporate Parenting</b>	<b>Rhithiol / virtual</b>	<b>Marian Parry Hughes / Aled Gibbard</b>
I'w gadarnhau / To be confirmed				
Rhagfyr 6 December	(1:30 – 3:00)	Gwneud i Gyfryngau Cymdeithasol weithio i Gynghorwyr / Making Social Media work for Councillors	I'w gadarnhau / To be confirmed	I'w gadarnhau / To be confirmed
Rhagfyr 15 December	(10:00 – 11:30)			
Rhagfyr 14 December	(10:00 – 11:00)	Safle Treftadaeth y Byd / World Heritage Site	Rhithiol / virtual	Rebeca Angharad Jones / Roland Evans
Rhagfyr 15 December	(3:30 – 5:00)			
Ionawr 11 January 2023	(10:00 – 11:30)	Anwytho Llywodraethwyr Newydd / New Governors Induction	Rhithiol / virtual	Buddug Mair Huws
Ionawr 12 a 13 January 2023	(9:30 – 4:30)	Cymorth Cyntaf Iechyd Meddwl / Mental Health First Aid	Wyneb i Wyneb (Ystafell LLYFNI)	Bethan Roberts

		Room, Caernarfon)	
I'w gadarnhau / To be confirmed Ionawr 19 January (10:00 – 11:30)	I'w gadarnhau / To be confirmed Gwneud i Gyfryngau Cymdeithasol weithio i Gynghorwyr / Making Social Media work for Councillors	I'w gadarnhau / To be confirmed	I'w gadarnhau / To be confirmed
<b>Ionawr 25 January (1:30 – 4:00) (5:30 – 8:00)</b>	<b>Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality</b>	<b>Rhithiol / Virtual</b>	<b>Delyth Gadlys Williams</b>
<b>Chwefror 1 February 2023 (1:30 – 3:00) (5:30 – 7:00)</b>	<b>Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership &amp; Personal Safety</b>	<b>Rhithiol / Virtual</b>	<b>Catrin Love</b>
Chwefror 8 February 2023 (10:00 – 11:30) Chwefror 9 February 2023 (3:30 – 5:00)	Trefniadau Cwynion Ysgol – y gwahanol fathau o gwynion, pa Bolisi sy'n berthnasol a sut mae delio â nhw / School Complaints Procedures – the different types of complaints, what Policies are appropriate and how to deal with them.	Rhithiol / Virtual	Buddug Mair Huws
Mawrth / Ebrill 2023 (I'w gadarnhau / To be confirmed)	Arwain Newid yn y Gymuned / Leading Change in the Community	Rhithiol / Virtual	Carey Cartwright & Ffion Bryn Jones
Mawrth / Ebrill 2023 (I'w gadarnhau / to be confirmed)	Deall Egwyddorion Ffordd Gwynedd / Understanding the principles of Ffordd Gwynedd	Rhithiol / Virtual	Geraint Owen & Carey Cartwright