

MEETING	Democratic Services Committee
DATE	16 March 2023
TITLE OF THE REPORT	Learning and Development Provision for Members
PURPOSE	To provide an update about the <i>Learning and Development</i> provision for Members, and highlight successes, challenges and developments
RECOMMENDATION	The Committee is invited to consider any further suggestions
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1 Overview

- 1.1 It is an appropriate time to reflect and review the Learning and Development arrangements, following a very busy but relatively stable period.
- 1.2 At the start of the electoral term, the learning programme has been intensive, with a significant number of learning opportunities being offered (to new Members in particular).
- 1.3 We are now in a position to be able to start delivering some training titles in the 'traditional' *face to face* method once again, alongside 'virtual' (*remote*) sessions.
- 1.4 The training programme is continuously evolving and growing, and we are now consulting with Heads of Departments and Officers on the content of the 2023/24 programme. We will also include titles at the request of Members and welcome any further suggestions.

2 Training Programme

- 2.1 It can be seen from the 2022-23 programme (Appendix 1) that a range of developmental events were held, with recordings (*where possible*) of the sessions until the end of April 2023 to be viewed on the Members' Intranet.

An intensive programme of events has been held, with a focus on 'Core' training to accomplish the role, e.g. *'Training for Members of the Planning Committee'*, and titles such as *'Safe Leadership and Personal Safety'*, addressing health and well-being matters. Extra sessions were organised, e.g. *'Social Media'* and *'Mental Health First Aid'* also, in response to requests from Members.

- 2.2 It should be noted that the feedback on the whole has been excellent and that the sessions are very valuable for many.

2.2.1 Mental Health First Aid

"Two extremely valuable days, especially as we are in the field of dealing with people in our communities. The Coach was fantastic and gave information on where to go if we wanted to learn about something specific. Also appreciated that our mental well-being as Members has been taken into consideration, and the importance of having a healthy brain and a healthy mind."

"Great training, all Councillors should attend it."

"Enjoyed it immensely, practical and very supportive."

2.2.2 Safe Leadership and Personal Safety

"As a Cabinet Member, this session has been a complete eye-opener for me, and proves how important it is that we understand what the risks are, where to question, and how to ensure that we make the right decisions."

"Learned a lot about a field that I didn't have much knowledge or understanding of. A very valuable session that every Councillor should take seriously and strive to attend."

3 Personal Development Interviews

3.1 The developmental needs of individuals vary considerably, and Members have received an invitation to attend a '*Personal Development Interview*' with a Learning and Development specialist, to discuss their developmental needs and to draw up a personal developmental programme. To date, two have expressed an interest.

4 Attendance Statistics

4.1 In the period since May 2022, 35 events were held (noting that there are various other elements in addition to this, such as coaching sessions). Attendance rates have varied greatly, e.g. School Categorisation = 33, Equality Session with only 5 having attended.

It may be necessary to consider:

- Reviewing the wording of the invitations to ensure clarity.
- Emphasising the benefit and personal advantages of attending.

5 Flexibility

5.1 In response to members' needs and to facilitate opportunities for them to attend training, a number of arrangements were reviewed to offer more flexibility:-

- Offer online sessions ('remotely')
- Offer more than one option of dates
- Organise sessions at different times (e.g. in the evening)

5.2 However, it seems that the introduction of these alterations has not made the sessions easier for everyone to attend, and some sessions had to be run with small numbers which was not cost effective, e.g. the '*ratio*' of officers to attendees was almost equal. A tendency was observed not to register on the initial events when offering a series of dates - this led to having to cancel some events due to insufficient numbers.

6 Looking to the Future

In order to make the most of meagre resources and budget, the Organisation's Learning and Development Service will take the following steps:-

6.1 General programme:

- 6.1.1 Continue to give adequate notice of events
- 6.1.2 Avoid an 'overlap' with events already in the committee calendar
- 6.1.3 Continue with the 'virtual' learning provision on *Teams/Zoom* ('live' sessions)
- 6.1.4 Develop a menu of e-learning modules available anywhere/any time
- 6.1.5 Organise and advertise **one event at a time** sending **one meeting request**
- 6.1.6 Organise and advertise further sessions as needed, i.e. when sufficient numbers have expressed an interest (go on a waiting list)
- 6.1.7 Continue to be flexible in terms of arrangements if a group of Members requests an event which is held at a different time than usual
- 6.1.8 Encourage Members to make use of the Intranet to obtain information about the latest developmental opportunities

6.2 Core Titles

- 6.2.1 Details and expectations regarding attending these titles will be set out on the Members' Intranet
Provision of some titles through e-modules available anywhere/any time

6.3 Developmental Titles

When individuals apply for a title/field of learning specific to them personally (where there is an insufficient number to warrant commissioning an event in the Council) we will:-

- 6.3.1 Look at the possibility of arranging for the individual to attend an external (open) session
- 6.3.2 Create a waiting list and organise an event when there are sufficient numbers to justify it

6.4 Running or cancelling events

If the numbers applying to attend a session are low, we will:-

- 6.4.1 Send a reminder with a specific reply by date
- 6.4.2 Take a 'business' decision in terms of cancelling/postponing an event based on:-
- Only running events where numbers justify it
 - The risk to individuals/the Council
 - Value for money when commissioning external companies
 - The best use of officers' time

The Committee is invited to consider the training arrangements and steps proposed and approve them.

RHAGLEN DATBLYGU AELODAU ETHOLEDIG

ELECTED MEMBERS' DEVELOPMENT PROGRAMME

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	(Trwy dydd/all day)	Diwrnod Croeso / Welcome Day	Siambrau & Zoom Hybrid	Amrywiol / Various
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
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

Mehffin 30 June	(10:00 – 11:00) (16:00 – 17:00)	Cyflwyniad i Ddigartrefedd / Introduction to Homelessness	Rhithiol / virtual	Swyddogion Amrywiol (Tai ac Eiddo)
Gorffennaf 6 July	(10:15 – 11:15)	Cyflwyniad i Graffu : Gweithdy Pwyllgor Craffu Cymunedau / Introduction to Scrutiny : Communities Scrutiny Committee Workshop	Siambr Hywel Dda & Zoom Hybrid	Bethan Adams
Gorffennaf 7 July	(10:15 – 11:15)	Cyflwyniad i Graffu : Gweithdy Pwyllgor Craffu Gofal / Introduction to Scrutiny : Care Scrutiny Committee Workshop	Siambr Hywel Dda & Zoom Hybrid	Llywela Owain
Gorffennaf 13 July	(10:00 – 12:30)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Rhithiol / Virtual	Delyth Gadlys Williams
Gorffennaf 14 July	(10:15 – 11:15)	Cyflwyniad i Graffu : Gweithdy Pwyllgor Craffu Addysg ac Economi / Introduction to Scrutiny : Education & Economy Scrutiny Committee Workshop	Siambr Hywel Dda & Zoom Hybrid	Vera Jones
Gorffennaf 25 July	(4:00 – 5:00)	Gofal Cartref – Diweddariad ar y model Newydd Home Care – Update on the new model	Rhithiol / Virtual	Meilys Haulfryn Smith, Sian Wyn Griffiths
Gorffennaf 25 July	(1:30 – 3:00)	Rôl y Fforwm Craffu a rôl craffu yn y trefniadau perfformiad o dan Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 / The Scrutiny Forum's role and the role of scrutiny in the performance arrangements under the Local Government and Elections (Wales) Act 2021.	Rhithiol / Virtual	Bethan Adams, Dewi Wyn Jones
Medi 8 September	(2:00 – 3:30)	Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety (Sesiwn dwyieithog / bilingual session)	Rhithiol / Virtual	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
Medi 14 September	(2:00 – 4:30)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Rhithiol / Virtual	Delyth Gadlys Williams

Medi 21 September	(10:00 – 12:30)	Y Cod Ymddygiad / The Code of Conduct	Rhithiol / Virtual	Iwan Evans (Pennaeth Gwasanaethau Cyfreithiol / Head of Legal Service)
Medi 28 September	(2:00 – 3:00)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Rhithiol / Virtual	Helen Mary Parry
Medi 29 September	(2:00 – 3:30)	Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety (Sesiwn Cymraeg / Welsh medium session)	Rhithiol / Virtual	Catrin Love
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 Local Development Plan	Rhithiol / Virtual	Gareth Jones a Rebeca Angharad Jones
Hydref 12 October	(10:00 – 11:30)			
Hydref 12 October	(2:00 – 3:00)	Deddf Llesiant Cenedlaethau'r Dyfodol / Future Generations Wellbeing Act	Rhithiol / Virtual	Dewi Wyn Jones a Sandra Thomas
Hydref 27 October	(10:00 – 11:00)			
Hydref 19 October	(2:00 – 3:30)	Ffordd Gwynedd	Rhithiol / Virtual	Dafydd Gibbard (Prif Weithredwr/Chief Executive)
Tachwedd 9 November	(10:00 – 11:00)	Diogelu Plant ac Oedolion / Safeguarding Children & Adults	Rhithiol / Virtual	Dafydd Paul / Mannon Trappe
Tachwedd 16 November	(2:00 – 3:00)			
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
Tachwedd 25 November (2:00 – 3:00)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Rhithiol / Virtual	Helen Mary Parry
I'w gadarnhau / To be confirmed			
Rhagfyr 6 December (1:30 – 3:00)	Cyfryngau Cymdeithasol – Rheoli eich enw da ar-lein	Rhithiol / Virtual	Equinox
Rhagfyr 15 December (10:00 – 11:30)	Social Media – Managing your reputation online		
Rhagfyr 14 December (10:00 – 11:30)	Safle Treftadaeth y Byd / World Heritage Sites	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 / Face to face (Caernarfon)	Bethan Roberts
Ionawr 18 January (10:00 – 11:30)	Cyfryngau Cymdeithasol (Ail ran – Sut i greu cynnwys da) Social Media (Second Part – How to create good content)	Rhithiol / Virtual	Equinox
Ionawr 25 January (5:30 – 7:30)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Rhithiol / Virtual	Delyth Gadlys Williams
Chwefror 1 February (9:00 – 3:30)	Hyfforddiant Cyfryngau a Chyflwyno Media & Presenting Training 'Refresher' i Aelodau Cabinet 'Refresher' for Cabinet Members	Wyneb i Wyneb (Caernarfon)	Sgript

Chwefror 8 February 2023 (10:00 – 11:00)	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
Chwefror 8 February 2023 (3:30 – 5:00)	Trosolwg ar ymarfer da o Wella Gwasanaeth o Gwynion Overview of Service Improvements learning through Complaints	Rhithiol / virtual	Matthew Harris (Ombudsman)
Chwefror 15 February (1:00 – 3:00)	Ein dyletswyddau ni fel Rhieni Corfforaethol / Our duties as Corporate Parents	Rhithiol / virtual	Marian Parry Hughes, Aled Gibbard, Elenid Glyn, Ffion Elis Edwards
Mawrth 8 March (2:00 – 3:00)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Rhithiol / virtual	Helen Mary Parry
Mawrth 16 March 2023 (10:00 – 1:00)	Arwain Cymunedau trwy Newid / Leading Communities through Change	Wyneb i wyneb Penrhyndeudraeth	Carey Cartwright, Ffion Bryn Jones
Ebrill 19 April (2:00 – 3:30)	Ffordd Gwynedd (Sesiwn pellach i'r rhai sydd wedi methu mynychu'n barod / Further session for those who've been unable to attend previously)	Rhithiol / virtual	Geraint Owen a Carey Cartwright
Ebrill 20 April (4:00 – 5:00)	Gwybodaeth am grantiau Cist Gwynedd / Information about Cist Gwynedd grants	Rhithiol / virtual	Rhian George (Economi a Chymuned / Economy & Community)
Ebrill 27 April (11:00 – 12:30)	Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety (Sesiwn i'r bawb sydd wedi methu'r rhai blaenorol / a session for those who have been unable to attend previously)	Rhithiol / virtual	Catrin Love
(2:30 – 3:30)	Diogelwch Personol / Personal Safety (yr elfen newydd i'w cwrs sydd heb gael ei gyflwyno i'r rhai sydd eisoes wedi mynychu / The new 'bolt on' to the course and for those who have not had this element)	Rhithiol / virtual	Catrin Love

Ysgrifenydd – Digwyddiadau “Craidd” / Bold font – ‘Core’ events

Ysgrifenydd cyffredinol – Digwyddiadau “Dewisiol” / General font – ‘Optional’ events