

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

Dates & Timescales	Topic	Audience	Delivery Method	Training Materials / Course Contents	Organiser or Contact
Week One of New Council					
8 May – 12 May 2017	ICT induction & equipment handover	All members starting with new councillors	2 hour appointments for new councillors followed by 1 hour appointments with returned members.	1:1 tuition and handover.	Jane Griffiths / Sara Griffiths
9 May 2017	Acceptance of Office & Initial Code of Conduct training	All members	1:1 open appointments with the Monitoring Officer	N/A	Gary Williams
10 May 2017	Introduction to the Council, and corporate governance.	All members	Mohammed Mehmet, Gary Williams	Presentations by Mohammed and Gary	Democratic Services
	“Market Place” Introduction to service areas	All members	CET, SLT and / or nominated representatives	Delivery materials not required but Services may wish to prepare information on key issues	Individual Services / Democratic Services
11 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
First 6 months					
16 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services.	Gary Williams / Lisa Jones

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				E-learning module in production.	
21 June 2017	Corporate Safeguarding Training for Corporate Governance Committee	Corporate Governance Committee members	Committee meeting of the 21 June being used for the training session.	Presentation of the Corporate Safeguarding Progress Report & training on relevant issues	Nicola Stubbins
21 June 2017 (tbc)	Audit and Treasury Management (for the Corporate Governance Committee)	Corporate Governance Committee members	Richard Weigh / Lisa Lovegrove / Gary Williams	An in-house session (national workshop materials available)	Richard Weigh / Lisa Lovegrove / Gary Williams
July / September 2017	Induction on the Economic and Community Ambition Strategy 2013 – 2023	All members	Economic & Business Development Team	Presented by the EBD Team	Mike Horricks / Graham Boase / Rebecca Maxwell
1 st 6 months	Social Services and Well-being (Wales) Act	All members	To be confirmed by Nicola / Phil	E learning module (employee section) available now and also local materials	Community Support Services AWA (E-learning)
1 st 6 months	Performance Management including the Wellbeing of Future Generations Act & Impact Assessments	All Members	Workshop - Appropriate senior officers and experienced members. And e learning	Related to the Performance Management Framework, Verto, risk management, and the FGA and impact assessments. WLGA E learning available now on AWA. Strategic Planning Team materials WLGA workshop materials available from Democratic Services.	Emma Horan / Iolo McGregor AWA (E-learning)

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1 st 6 months	Introduction to equalities	All members	Presentation or Workshop and e- learning	Available now on AWA e-learning (Governors module)	Strategic Planning Team: Emma Horan / Iolo McGregor AWA (E-learning)
1 st 6 months	Corporate Safeguarding	All members	To be confirmed by the Corporate Safeguarding Group.	Available now on e-learning (AWA) (Employee section). SSIA councillor workbooks available from Democratic Services and e learning materials expected. Denbighshire specific e-learning (Liz Grieve).	Nicola Stubbins, Liz Grieve, Roger Ellerton AWA (E-learning)
1 st 6 months	Data Management and FOI	All members	Presentation or workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness (DCC section) and Freedom of Information (councillor section)	Gary Williams / Lisa Jones / Craig Berry AWA (E-learning)
1 st 6 months	Corporate Parenting	All members	To be confirmed by Nicola / Phil	Information from Nicola / Phil. SSIA councillor workbook available from Democratic Services and e learning to follow	Community Support Services AWA (E-learning)
1 st 6 months	Finance	All members	Richard Weigh 'Budget Workshop' / e-learning	Presentation / workshop coordinated by Richard Weigh / Finance	Richard Weigh / Steve Gadd AWA (E-learning)

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'Prior to first meeting' sessions could be stand-alone sessions or short introductory sessions before the start of the first meeting of the committee.					
26 May 2017 tbc	Licensing Committee	Licensing Committee members	An initial session by external trainer James Button is being planned followed by refresher sessions facilitated in-house	Provided by James Button for first session.	Ian Millington / Alison Lessels / Democratic Services
Prior to first meeting (first meeting scheduled for 14 June)	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory. National materials commissioned by WLGA available and resources through Positive planning advisory group expected in March 2017.	Planning & Public Protection WLGA
Prior to first meeting (first meeting scheduled for 30 June)	Standards Committee	Standards Committee members	Gary Williams / Lisa Jones	Information and materials from the Monitoring Officers' group.	Gary Williams / Lisa Jones
Prior to first scrutiny meetings	The Role of Scrutiny	All members	Steve Price / Rhian Evans	A DCC-specific introductory session on the role, powers and structure of Scrutiny in Denbighshire	Steve Price / Rhian Evans AWA (E-learning)
Prior to participating	Appointments, appeals and interview skills	Panel members	Pre-panel meeting training for the panel members.		Catrin Roberts

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Further Training for 2017					
3 October 2017	Media Training	Cabinet Members (with SLT)	Session to be held in conference room 1a, County Hall	Customers, Communications & marketing to arrange	Liz Grieve / Jacqui Pendleton
5 October 2017					
17/18 October 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	Sarah Titcombe (WLGA)
3 November 2017	WLGA regional workshop: New Councillors New Challenges. Conwy Business Centre	All new members	To include: <ul style="list-style-type: none"> • Cabinet Secretary Mark Drakeford AM • Future Generations Commissioner Sophie Howe • WLGA Chief Executive Steve Thomas • Sessions on: <ul style="list-style-type: none"> ○ Key Behaviours for Successful Councillors. ○ Digital Councillors 		WLGA
7/8 November 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	
12/13 December 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	
Late 2017	Effective Scrutiny & Questioning Skills	Scrutiny Members	WLGA		WLGA materials

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2018					
Date tbc	Chairing Skills (meeting management)	All chairs	External facilitators E learning	To include generic chairing skills and specific committees e.g. Scrutiny / quasi-judicial / Cabinet <i>These could be held as separate sessions.</i> E learning available now on AWA	Democratic Services to commission external facilitators. AWA (E-learning)
Date tbc	Community Leadership and Casework	All members	Senior councillor with officer support (tbc) e-learning. External facilitators.	The effective ward councillor e learning module in production for AWA.	Democratic Services AWA (E-learning)
Date tbc	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators. Generic leadership workshops available through Academi Wales	Democratic Services to commission external facilitators. Academi Wales
Date tbc	Social Media	All members	Liz Grieve & the Communications Team	E learning to be created Update of Social media handbook in drafting by WLGA	Liz Grieve / Jacqui Pendleton AWA (E-learning)
Further or Repeat Sessions					
4 dates to be confirmed for the 2017/18 Council year	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Assume continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory.	Planning & Public Protection

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Dates tbc	Licensing Committee	Licensing Committee	Licensing Committee members	Ian Millington / Alison Lessels and / or consultant James Button	Ian Millington / Alison Lessels
Dates tbc	Members' Code of Conduct / Ethics	All members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
Future Training					
Date tbc	Housing Strategy	All members	Tbc. Requested by the Performance Scrutiny Committee in March 2017.	Tbc	Graham Boase
Date tbc	Gypsy & Traveller Cultural Awareness and Equalities	All members	Tbc	Likely to include statutory obligations, awareness of equality legislation.	Kim Waller / Angela Loftus
Date tbc	Wellbeing of Future Generations Act & Impact Assessments	All members	Periodic training as requested by Partnerships Scrutiny in March 2017.	Tbc	Emma Horan