

## LEARNING AND DEVELOPMENT PLAN TEMPLATE

Name of Councillor.....

	<b>Core competency</b>	<b>Self-Assessment of Competency Level (1-4)</b>	<b>Brief Description of Support or Training Required (by reference to core competencies in App A)</b>	<b>Training Provided</b>	<b>Attended yes/no</b>	<b>Date</b>
A1	Understanding the role of the Councillor			Introduction to the Council		10.05.22
A2	Understanding the role of the Local Authority			Introduction to the Council		10.05.22
				Workshop – Hywel Dda Health Board		23.06.22
				Workshop – Welsh in Education Strategy		15.07.22
				School Transport Policy		22.09.22
				Workshop - Housing Register Policy		28.09.22
				Workshop - Fire and Rescue Service		20.10.22
A3	Conduct			Code of Conduct		09.05.22 19.05.22 24.06.22 10.10.22
A4	Corporate Governance			Introduction to the Council		10.05.22
				e-learn – Introduction to Corporate Governance		
A5	Equality and Diversity			Welsh Language Standards		10.06.22
				Equalities Training		12&13.01.23
				e-learn – Equality and Diversity – Elected Members		

A7	Balancing Council and community expectations and responsibilities			e-learn – Community Leadership and Casework		
A8	Audit inspection and regulation			Governance and Audit Committee Training		31.05.22 11.10.22
A9	Work life balance			Workshop – Welfare		02.11.22
A10	Self-Care			Workshop - Welfare		02.11.22
A11	Information and data handling and management			Information and Data Protection		10.05.22 11.10.22
				e-learn – Data Protection		
				e-learn – Information Security		
A12	ICT skills			Workshop - CLIC		22.09.22
A13	Social Media Skills			Social Media Training		10.11.22
				e-learn – Social Media Awareness		
A14	Meeting preparation and participation			Information and Data Protection		10.05.22 11.10.22
A15	Working with the media			e-learn - Public Speaking and Working with the Media		
A17	Working with Officers			Introduction to the Council		10.05.22
A18	Personal Safety			Health and Safety and Lone Working for Elected Members		16.06.22
				e-learn – Health and Safety		
A19	Support for members			Introduction to e-learning		14.06.22
A20	Financial capability			General Finance Budget Training		26.10.22

				Treasury Management Training		08.11.22
				e-learn – Local Government Finance		
A22	Corporate Parenting			Introduction to the Council		10.05.22
				e-learn – Corporate Parenting		
A23	Sustainability			Wellbeing of Future Generations		23.06.22
A24	Safeguarding			Safeguarding Level 1.		06.07.22
				PREVENT		05.10.22
				VAWDASV		24&25.10.22
				e-learn – Safeguarding Children and Adults Level 1		
B1	The role of Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
				Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board.		09.06.22
B2	Policy development and review			Introduction to the Council		10.05.22
B3	Holding the Executive to account			Introduction to the Council		10.05.22
B4	Monitoring performance			Role of Overview and Scrutiny Committees.		08.05.22
B5	Individual Scrutiny Skills			Workshop – Self Assessment for Members of Overview and Scrutiny		10.08.22
				e-learn – Effective Scrutiny		

B6	Engaging the public in Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
B7	Collaborative Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22

**Relevant to Committee Chairs and Vice-Chairs**

B8	Committee leadership			Chairing Overview and Scrutiny Committees.		09.06.22
B9	Work programme development and management			Charity Trustee Committee Training.		10.08.22
B10	Meeting preparation and management			Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee		07.09.22
B11	Committee Support			e-learn – Chairing Meetings Effectively		

**Relevant to Members of a Statutory or Regulatory Committee**

B12	Planning			Development Management Committee Training		27.05.22
				Workshop - Development Management		13.07.22

				e-learn – Introduction to Licensing		
				e-learn – Planning for Planning Committees		
B13	Governance and Audit			Governance and Audit Committee Training		31.05.22 11.10.22
				e-learn Governance, Audit and Risk Management		
B14	Licensing			Licensing Committee Training		04.07.22
				e-learn – Introduction to Licensing		
B15	Democratic Services			Introduction to Committee's Terms of Reference		17.06.22 Committee
B16	Standards			Role and Responsibilities of the Ethics and Standards Committee.		24.05.22
				Ethics and Standards Protocols.		30.09.22
				e-learn – Ethics and Standards		

Relevant to Executive Members						
B17	Collective responsibilities			Role and Responsibilities of Cabinet Members including effective decision making. Media Training.		23.05.22
B18	Portfolio lead					
B19	Working with Scrutiny					09.12.22
B20	Delegated responsibilities					

--	--	--	--	--	--	--

Relevant to Council Leadership						
B21	Promoting and managing the reputation of the council (relevant to Council Leadership)			Role and Responsibilities of Political Group Leaders		06.06.22
B22	Leading the vision for the area					
B23	Leading the Council					
B24	Relationships with the Chief Executive and Senior Management Team					

Relevant to Civic Leadership						
B25	Chairing Full Council (relevant to Civic Leadership)					
B26	Representing the Council at Civic Functions					

**A separate form should be completed by each Councillor**

**An assessment should be made by each Councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient, as follows:**

- 1 – no knowledge or experience**
- 2 –requires further training and support**
- 3 – working towards fully proficient**
- 4 – fully proficient**

**The purpose of this assessment is to identify areas where further training and support may be required. It is not an assessment of the individual.**