

# CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Member Induction Programme and ongoing training

**Purpose of report:** To consider progress upon the Member Induction Programme 2022 and ongoing training

## Background

The Member Induction Programme commenced on 9 May 2022 following the County Council Elections held on 5 May 2022.

The induction Programme and ongoing training has included a total of 71 development activities, which including repeat sessions totalled 86 individual training sessions. The events included generic training for all Members, targeted obligatory training for Members of statutory committees and informative workshops with an aim to provide Councillors with the appropriate training and information to carry out their roles effectively.

Whilst the majority of training events provided are not mandatory, it is recommended that all Councillors / Committee Members attend the following training events:

Code of Conduct	100% attendance
Role and Responsibilities of Cabinet Member	100% attendance
Role and Responsibilities of the Ethics and Standards Committee	100% attendance
Role and Responsibilities of the Development Management Committee	100% attendance
Role and Responsibilities of the Governance and Audit Committee	100% attendance
Role and Responsibilities of Political Group Leaders	100% attendance
Role and Responsibilities of Overview and Scrutiny Committees	100% attendance
Role and Responsibilities of Licensing Committee	100% attendance
Ethics and Standards Protocols	100% attendance
Information and Data Protection*	82% attendance

\*Information and Data Protection training has been provided on 3 separate occasions and will be repeated for new Members and those that were unable to attend the original training events. Training will also be repeated following a reshuffle of committee membership in May 2024.

Additional training and workshops will be provided early 2024 to include:

- Risk Management;
- Digital Development workshop;

- Development arising from the Local Government and Elections (Wales) 2021 Act;
- Monthly Development Management workshops

The activities listed in the attached appendix were all delivered during the period from 10 May 2022 to end of January 2024. The vast majority of the training was provided in-house via zoom by council officers. A breakdown of attendance to each session is provided in Appendix A.

To supplement the formal training sessions provided, Councillors have access to e-learning programmes that are not compulsory. A Sample of the e-learning programmes available and completion rates are provided in Appendix B.

<b>Recommendations:</b>	To note the report
<b>Appendices:</b>	Appendix A – formal training activities Appendix B – e-learning programmes
<b>Background documents:</b>	None
<b>Name:</b>	Lowri Edwards
<b>Job Title:</b>	Corporate Lead Officer: Democratic Services
<b>Date:</b>	28.12.2023

DATE	TRAINING SESSIONS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE OF CURRENT MEMBERS
09.05.22 19.05.22 24.06.22 10.10.22 06.01.23 24.07.23 20.11.23	Code of Conduct	In-house	41*	100%
18.05.23	Code of Conduct refresher	In-house	20	53%
10.05.22	Introduction to the Council	In-house	30*	79%
10.05.22 11.10.22 29.09.23	Information and Data Protection	In-house	31*	82%
23.05.22	Role and Responsibilities of Cabinet Members including effective decision making	In-house	8	100%
24.05.22	Role and Responsibilities of the Ethics and Standards Committee	In-house	2	100%
27.05.22 22.11.22 02.08.23 21.11.23	Development Management Committee Training (open to all Councillors) <i>All 15 current Committee Members have completed the training</i>	In-house	35*	100%
31.05.22 11.10.22	Governance and Audit Committee Member Training	In-house	7	100%
06.06.22	Role and Responsibilities of Political Group Leaders	In-house	6	100%
08.06.22 16.10.23 23.11.23	Role of Overview and Scrutiny Committees	In-house	27	100%
09.06.22	Chairing Overview and Scrutiny Committees (open to Chairs and Vice-Chairs)	In-house	7	70%
09.06.22	Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board	In-house	7	70%
10.06.22	Welsh Language Standards	In-house	26	68%
14.06.22	Introduction to e-learning	In-house	25	66%

16.06.22	Health and Safety and Lone Working for Elected Members	In-house	24	65%
23.06.22	Wellbeing of Future Generations	In-house	27	71%
04.07.22 13.12.22 15.01.24	Licensing Committee Member Training	External . in-house provider	14	100%
06.07.22 (x 2)	Safeguarding Level 1	In-house	32	84%
09.05.23	Safeguarding Training (generic)	In-house	29	76%
10.08.22	Charity Trustee Committee Member Training	In-house	6	60%
30.09.22	Ethics and Standards Protocols	In-house	2	100%
05.10.22	PREVENT	External provider	28	73%
24.10.22 / 25.10.22	VAWDASV	External provider	33	87%
26.10.22	General Finance Budget Training	In-house	32	84%
02.11.22	Councillor Welfare and Wellbeing	In-house	26	68%
08.11.22	Treasury Management Training	External provider	28	73%
10.11.22	Social Media Training	In-house	22	58%
12.01.23 13.01.23	Equalities Training	In-house	16	42%
27.01.23	Corporate Parenting	In-house	23	60%
10.03.23	Dementia Bus	External provider	12	32%
27.03.23	Press Interview Training for Cabinet Members	External provider	8	100%
07.06.23	Adoption Training	In-house	25	66%
25.10.23	Asylum Awareness	External provider	10	26%
10.11.23	Hate Crime Awareness	External provider	17	45%
23.11.23	Unconscious Bias	In-house	21	55%

\*figures may include attendance by previous and new Councillors following 3 by-elections

DATE	WORKSHOPS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
23.06.22	Workshop - Hywel Dda University Health Board	External provider	20	54%
13.03.23			17	45%
08.07.22	Workshop - Hydrogen Power	External provider	35	95%
13.07.22	Development Management Workshop <i>(these workshops are mainly aimed at Members of the Development Management Committee, but are open to all Councillors)</i>	In-house	16	42%
14.12.22			14	n/a
14.03.23			23	
11.04.23			16	
09.05.23			18	
13.06.23			20	
11.07.23			22	
18.10.23			21	
21.11.23			23	
19.12.23			20	
15.07.22	Workshop - Welsh in Education Strategy	In-house	19	50%
10.08.22	Workshop - Self Assessment for Members of Overview and Scrutiny Committee	In-house	6	60%
07.09.22	Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee	In-house	19	51%
08.09.22	Workshop - Eisteddfod	In-house	27	73%
22.09.22	Workshop - CLIC	In-house	28	76%
22.09.22	Workshop - School Transport Policy	In-house	22	59%
28.09.22	Workshop - Housing Register Policy	In-house	20	54%
20.10.22	Workshop - Fire and Rescue Service	External provider	36	95%
10.01.23	Workshop - Budget	In-house	29	76%
19.09.23			34	90%
24.10.23			31	82%
07.12.23			31	82%
11.01.24			32	84%
30.01.23	Workshop – Refuse collection	In-house	9	69%
21.04.23	Workshop – Empty Homes Grant	In-house	19	50%

17.07.23	Workshop – Dr Simon Brookes	External provider	23	60%
22.09.23	Workshop - DATA 101 Workshop	External provider	20	53%
09.10.23	Workshop – Understanding and Using Performance Data	External provider	17	45%
18.10.23	Workshop – Integrated Impact Assessment	In-house	22	58%
11.12.23	Workshop - Biodiversity		21	55%
12.01.24			15	32%
29.01.24			20	53%
19.01.24	Workshop - Carers		11	29%

Appendix B – e-learning programme (as of 28.12.2023)

<b>E-LEARNING MODULE</b>	<b>TOTAL COMPLETION</b>
Ask and Act	2
Chairing Meetings Effectively	2
Community Leadership and Casework	2
Connect to Kindness	3
Corporate Parenting	3
Data Protection	15
Display Screen Equipment	3
Effective Scrutiny	2
Emergency Rest Centre Training	1
Equality and Diversity	2
Equality and Diversity - Elected Members	5
Ethics and Standards	3
Governance, Audit and Risk Management	2
Health and Safety	15
Identifying Mental Health Difficulties in Children and Young People	2
Information Security	15

Introduction to Care and Personal Care	1
Introduction to Corporate Governance	2
Introduction to Licensing	2
Introduction to Planning	2
Local Government Finance	2
Mental Capacity Act Awareness	2
Planning for Planning Committees	2
PREVENT	1
Protecting Individuals at Risk of Vulnerability Crimes	2
Public Speaking and Working with the Media	2
Risk Management	3
Safeguarding Children and Adults - Level 1	10
SCaN	3
Social Media Awareness	5
Social Services and Well-Being Act	2
Understanding Autism	3
Autism – Understanding Effective Communication	2
Understanding Tourette Syndrome	1
United Nations Convention on the Rights of the Child	1
VAWDASV (Violence Against Women - Domestic Abuse & Sexual Violence)	14
Well-Being of Future Generations	3
Well-Being of Future Generations Act - Elected Members	2
Welsh Language Awareness	1
Welsh Language Standards	3
Whistleblowing	16