

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 05.12.2024

Title: e-learning modules

Purpose of report: To consider the proposals in relation to e-learning modules available to all Members

Background

In addition to the 100+ face-to-face training sessions provided to all Members, Ceredigion County Council provide a platform of 57 e-learning modules that are available to all employees and Members. Of these, employees are required to complete 9 mandatory modules, namely:

- Equality and Diversity
- Fraud Awareness and Code of Conduct
- Health and Safety
- Protecting Personal Data
- PREVENT
- Safeguarding Children and Adults – Group A
- VAWDASB (Violence Against Women – Domestic Abuse and Sexual Violence)
- Welsh Language Awareness
- Whistleblowing

Employees also complete the modules that are relevant to their individual roles / areas of interest, for example 'Food Hygiene' or 'Infection Prevention and Control'.

Whilst all of these courses are accessible to Members, some are more relevant than others, and as a comprehensive suite of face-to-face training is provided to Members, the e-learning modules may be viewed as supplementary or as reinforcement of the detailed learning received.

Prioritisation of the e-learning modules.

The e-learning modules listed in Appendix A have been categorised as follows:

- Mandatory
- Priority
- Desirable
- (Non-essential)

Mandatory

As noted above, there are 9 mandatory modules that all employees are required to complete. Of these, 6 are mandatory for Members also. They include:

- **Health and Safety** (renew every 3 years)
- **PREVENT** (under development)

- **Protecting Personal Data** (renew every 2 years)
- **Safeguarding Children and Adults – Group A** (renew every year)
- **VAWDASV** (renew every 3 years)
- **Whistleblowing** (renew every 3 years).

It is proposed that the following module are also included as mandatory for Members:

- **Corporate Parenting;**
- **Equality and Diversity – Elected Members;**
- **Social Media Awareness** (this has been included due to a request from the Ethics and Standards Committee that all members who use social media complete this module).

It is therefore proposed that a total of 9 modules are mandatory for members. As mandatory modules, reminders will be sent to Members asking them to complete the training.

Priority

A package of 17 All Wales Elected Members Modules have been developed specifically for Elected Members. These modules should be completed by all members once every election cycle by new and returning members. Three of these, marked with an Asterix have been included in the Mandatory list above.

- Introduction to Corporate Governance
- Ethics and Standards
- Equality & Diversity for Elected Members*
- Welsh Language Standards
- Community Leadership and Casework
- Local Government Finance
- Social Media Awareness*
- Effective Scrutiny
- Charing Meetings Effectively
- Governance, Audit and Risk Management
- Well-Being of Future Generations Act – Elected Members
- Introduction to Planning
- Planning for Planning Committees
- Social Services and Well-Being Act
- Corporate Parenting*
- Introduction to Licensing
- Public Speaking and Working with the Media
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In addition, it is proposed that the following two modules are also included in the Priority list. This means that it is highly recommended that Members complete these 16 modules, however they are not mandatory, therefore reminders will not be sent if modules have not been completed. They include:

- **Data Protection** (not a mandatory module for employees but this modules has been included due to relevance for all Members as Data Controllers);

- **Welsh Language Awareness** (this is also a mandatory module for employees).

Desirable

5 modules are included in this list. The aim of this listing is to differentiate between the modules that are relevant to members, and those that are not. It is recommended that Members complete the training that is relevant to their role, such as 'Chairing Meetings Effectively' or 'Effective Scrutiny'. Appendix A provides information regarding the modules where face-to-face training is also required. They include:

- Ask & Act - Children & Young People
- Connect To Kindness
- Display Screen Equipment
- Information Security
- Protecting Individuals at Risk of Vulnerability Crimes

Non-essential

The remaining 27 e-learning modules are non-essential, however they are accessible to members, should they have a specific interest in the relevant field, or wish to learn more about the topic in question. They include:

- Autism - Understanding Effective Communication
- Cleaning in the Workplace
- Direct Payment Recipients – Be Data Aware
- Emergency Rest Centre Training
- Equality and Diversity* (*note, there is a module specific to members included in the mandatory list*)
- First Aid Awareness for Personal Assistants
- Fleet Driver Training
- Food Hygiene
- Fraud Awareness and Code of Conduct for Local Authority Staff
- Health and Safety in the home for Personal Assistants
- Identifying Mental Health Difficulties in Children and Young People
- Infection Prevention and Control
- Introduction to Care and Personal Care
- Manual Handling of Objects
- Manual Handling of People for Care Workers
- Mental Capacity Act Awareness
- PREVENT for Schools
- Risk Management
- Safe Administration of Medicines
- SCaN – See, Check, Notify
- Unconscious Bias for Teachers
- Understanding ADHD
- Understanding Assessment and Autism
- Understanding Autism
- Understanding Tourette Syndrome
- United Nations Convention on the Rights of the Child
- Well-Being of Future Generations (*note, there is a module specific to members included in the desirable list*)

Recommendation:

To recommend that Council approves that:

- a) The following e-learning modules are mandatory, for completion by all members
 - Health and Safety
 - PREVENT
 - Protecting Personal Data
 - Safeguarding Children and Adults – Group A
 - VAWDASV
 - Whistleblowing
 - Corporate Parenting
 - Equality and Diversity – Elected Members
 - Social Media Awareness

- b) The following e-learning modules are a priority, and that all members should aim to complete them
 - Introduction to Corporate Governance
 - Ethics and Standards
 - Welsh Language Standards
 - Community Leadership and Casework
 - Local Government Finance
 - Effective Scrutiny
 - Charing Meetings Effectively
 - Governance, Audit and Risk Management
 - Well-Being of Future Generations Act – Elected Members
 - Introduction to Planning
 - Planning for Planning Committees
 - Social Services and Well-Being Act
 - Introduction to Licensing
 - Public Speaking and Working with the Media
 - Data Protection
 - Welsh Language Awareness

- c) The categorisation of modules listed as desirable

Appendices:

Appendix A, list of e-learning modules and categorisation.

Background documents:

None

Name:

Lowri Edwards

Job Title:

Corporate Lead Officer: Democratic Services

Date:

8 November 2024