

# CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 23 January 2025

**Title:** Member e-learning modules

**Purpose of the report:** To consider the recommendations made by the Democratic Services Committee in relation to e-learning for Members of the Council.

**For:** Decision

**Cabinet Portfolio and Cabinet Member:**  
Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation

## **Introduction**

During its meeting held on 5 December 2024, Member of the Democratic Services Committee considered a recommendation relating to e-learning modules that are available to all Members.

Members noted that 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 accessible 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
- VAWDASV (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.

Members of the Democratic Services Committee considered the e-learning modules that are available, categorising them as mandatory, priority, desirable and non-essential.

10 modules were identified as mandatory, for completion by all Members which included:

- Health and Safety (renew every 3 years)
- PREVENT
- 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)
- Corporate Parenting
- Equality and Diversity – Elected Members
- Social Media Awareness
- Local Government Finance

If approved, Members will receive a reminder from time to time, to complete the e-learning modules.

15 modules were identified as a priority, which means that all Members should aim to complete them, namely:

- Introduction to Corporate Governance
- Ethics and Standards
- Welsh Language Standards
- Community Leadership and Casework
- Effective Scrutiny
- Chairing 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

The 5 modules identified as desirable, include:

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

The remaining 27 e-learning modules were identified as non-essential.

Details of all modules are included in Appendix 1 attached.

Members of the Democratic Services Committee also asked that further training sessions are held, following Council meetings to support Members in accessing the e-learning platform.

**Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If not, please state why.**

No, this is not a change of policy, or strategy

**Summary of Integrated Impact Assessment:**

**Long term:**

**Collaboration:**

**Involvement:**

**Prevention:**

**Integration:**

**Recommendation(s):**

That Council approves the categorisation of the e-learning modules available for Members as set out in Appendix 1 of the report, noting that all e-learning modules identified as mandatory must be completed by all Members.

**Reasons for decision:**

To ensure that Members receive training that is relevant to their role.

**Overview and Scrutiny:**

Democratic Services Committee 5 December 2024.

**Policy Framework:**

Not applicable

**Corporate Well-being Objectives:**

All

**Finance and Procurement implications:**

None

**Legal Implications:**

None

**Staffing implications:**

Time allocated to provide support, and review completion will be met within current resources.

**Property / asset implications:**

None

**Risk(s):**

None

**Statutory Powers:**

None

**Background Papers:**

None

**Appendices:**

Appendix 1 – list of e-learning modules

**Corporate Lead Officer:**

Lowri Edwards, Corporate Lead Officer Democratic Services

**Reporting Officer:**

Nia Jones, Corporate Manager Democratic Services

**Date:**

09.01.2025