

**Member Training & Development Strategy Action Plan Update – October 2015 to March 2016**

Priority	Action	Update	Last Status	Current Status	Links to other elements of Member support
Elected Members Mentoring Scheme	<ul style="list-style-type: none"> <li>Develop a Members mentoring scheme and establish a pool of mentors (to increase capacity levels in terms of mentees and mentors).</li> </ul>	<ul style="list-style-type: none"> <li>The Mentoring Framework for Members was approved by Council on 27<sup>th</sup> October, 2015, following recommendation from Democratic Services Committee.</li> <li>A session for Members who expressed an interest in becoming mentors was facilitated by the WLGA on 11<sup>th</sup> February, 2016. A follow up session for those unable to attend has been requested to be delivered by the HDS.</li> <li>Following the training, the process for implementing the mentoring framework is to be progressed.</li> </ul>	Green	Green	<p>Elected Members Training Needs Analysis</p> <p>Personal development reviews (PDR'S)</p>
I.C.T. Training	<ul style="list-style-type: none"> <li>'Introductory' and 'Refresher' training in terms of ICT provision to be provided linked to individual and collective need (specifically relating to the use of I Pads and Laptops).</li> </ul>	<ul style="list-style-type: none"> <li>A practical workshop session was offered to all members in December 2015</li> <li>A task and finish group on the paperless environment has been established from the Corporate Overview scrutiny. The first meeting was held on 15<sup>th</sup> February, 2016.</li> </ul>	Amber	Amber	<p>Wales Charter for Member Support and Development/Elected Members Training Needs Analysis</p>

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Personal Development Plans	<ul style="list-style-type: none"> <li>Procedures for Member Personal Development Review to be established.</li> </ul>	<ul style="list-style-type: none"> <li>The procedures for Personal Development Reviews have been approved. The 2<sup>nd</sup> cycle of PDR's is being undertaken during March – April 2016.</li> <li>The 2015 PDR process informed the Member Training and Development Programme for 2015/16, and is discussed in the current PDR meetings cycle.</li> </ul>	Green	Green	<p>Wales Charter for Member Support and Development</p> <p>Agreed PDR procedures</p> <p>Member Training and Development Programme</p>
Training and Development Needs Analysis	<ul style="list-style-type: none"> <li>Training and Development Needs Analysis to be undertaken with each Member to identify individual and collective development requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Training Needs Analysis Survey circulated to Members October 2014. Identified areas for development have been included in the Member Training and Development Programme 2015/2016.</li> <li>Further Training Needs Analysis to be undertaken following 2017 local election to inform the 2017/18 programme.</li> <li>The 2016/17 Member Training and Development Programme will be informed by the PDR process.</li> </ul>	Green	Green	<p>Wales Charter for Member Support and Development</p> <p>PDR's</p> <p>Member Training and Development Programme</p>

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WLGA Charter for Member Development and Support	<ul style="list-style-type: none"> <li>Submission for re-assessment against the WLGA Charter for Member Development and Support.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation received in May 2015 that Council had been successful in achieving Level 1 of the Charter. This award is valid for a 3 year period.</li> </ul>		Blue	Wales Charter for Member Support and Development
Mandatory Training Sessions	<ul style="list-style-type: none"> <li>Mandatory sessions and arrangements to be included as part of the Member Training and Development Programme.</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory sessions are delivered as part of the programme monitored via Group Leaderships and the Head of Democratic Services.</li> </ul>	Blue	Blue	Elected Member Training Needs Analysis  PDR's
Members are supported with Role Descriptions	<ul style="list-style-type: none"> <li>Role Descriptions to be developed.</li> </ul>	<ul style="list-style-type: none"> <li>Role descriptions included in the Model Constitution endorsed by Council in October 2014.</li> </ul>	Blue	Blue	Wales Charter for Member Support and Development  PDR's  Member Training and Development Programme

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Annual Member Development Programme/ Responding to the Development Needs of Members	<ul style="list-style-type: none"> <li>Develop an Annual Member Development Programme (informed by the Member Training and Development Strategy).</li> </ul>	<ul style="list-style-type: none"> <li>Annual Member Development Programme 2015/2016 has been developed and circulated to Members.</li> <li>Work to collate the 2016/2017 programme will commence following completion of the PDR process in March/April.</li> <li>The All Wales Learning Academy has launched an on-line platform which will facilitate learning materials to Members.</li> </ul>	Blue	Blue	Wales Charter for Member Support and Development
Member Development Strategy	<ul style="list-style-type: none"> <li>Approval of a Member Development Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>The Member Development Strategy 2015 – 2018 approved by Council in February 2015.</li> <li>A review of the action plan will be undertaken following the current PDR cycle and amends made as relevant.</li> </ul>	Blue	Blue	Wales Charter for Member Support and Development