

## **RCT Members Development Programme – 2023 - 2024.**

Elected members are an integral part of ensuring that the strategic aims and objectives of the Council are met in carrying out their duties of making local decisions and delivering better outcomes for the citizens of the County Borough. The Council is working to support the development of all its elected members to ensure they are able to meet the demands of their role both in the present and for any future expectations.

This programme looks to ensure that:

- There is a planned and structured approach to Elected Member Learning and Development;
- Elected Members have access to appropriate means to assist them to acquire relevant knowledge and develop the skills necessary for their roles;
- Learning and development, wherever possible, is linked to the roles of Elected Members;
- Access to learning and development activities is equitable;
- Elected Members are encouraged to identify their own development needs and participate fully in learning and development activities;
- Elected Member learning and development activity is adequately resourced within available budgets;
- The Member Development Programme will be produced, updated and monitored on a regular basis, to support the needs of Members

## OPEN TRAINING FOR ALL MEMBERS TO ATTEND

These sessions will be run either through a hybrid setting or virtually

MEMBERS BRIEFING SESSIONS	DATE DELIVERED	PROVIDER
<b>JUNE 2023</b>		
Children's Services residential transformation strategy	15 <sup>TH</sup> June 2023	In House
<b>JULY 2023</b>		
Members Support and Contact Arrangements	12 <sup>TH</sup> July 2023	In House
<b>SEPTEMBER 2023</b>		
Housing Allocation	6 <sup>TH</sup> September 2023	In house
Gender Fluidity	12 <sup>th</sup> / 13 <sup>th</sup> September 2023 tbc  11 <sup>th</sup> December 2023 tbc	Umbrella Cymru
Cyber Security	8 <sup>th</sup> September 2023 – virtual 11am  18 <sup>th</sup> September 2023 – Hybrid 2pm  28 <sup>th</sup> September 2023 – Hybrid 5pm  **Members will also be supported to undertake the training through an online module if they cannot attend any of the above sessions**	In House
Council Budget and Reserves (MTFP)	20 <sup>TH</sup> September 2023	In House

<b>OCTOBER 2023</b>		
Well-being of Future Generations (Wales) Act 2015	(Date tbc subject to availability of Training provider )	External - Office of Future Generations Commissioner
Equality Act (2010) for Councillors	12 <sup>th</sup> October 2023	External - WLGA
<b>NOVEMBER 2023</b>		
Council Winter Maintenance Plan	6 <sup>th</sup> November 2023	In House
Safeguarding Training refresher	14 <sup>th</sup> November 2023	In House
ALN Briefing Session	November 2023 (date tbc)	In House
<b>DECEMBER 2023</b>		
Members Wellbeing <i>(Members to be canvassed on the subject areas they would like to be included in the training)</i>	4 <sup>th</sup> December 2024	Inhouse
Democratic & Council Procedure Rules.	Date tbc	In House
<b>JANUARY 2024</b>		
Introduction to anti-racism	Date tbc – subject to availability of external provider	External - WLGA
<b>FEBRUARY 2024</b>		
Emergency Planning	20 <sup>TH</sup> February 2024	In house
<b>MARCH 2024</b>		
<b>APRIL 2024</b>		
<b>TO BE SCHEDULED</b>		
Code of Conduct Training	Open training requests – to be scheduled as requested.	In House

Trivallis Update	Date TBC	External Provider - Trivallis
Declarations of Interest	Date TBC	In House

**Committee Training – Specific to Committee Membership although open invite to all Members**

<b>COMMITTEE TRAINING</b>	<b>DATE DELIVERED</b>	<b>PROVIDER</b>
<b>MAY 2023</b>		
Planning & Development - Refresher Training following AGM	18 <sup>TH</sup> May 2023	In House
Licensing - Refresher Training following AGM	23 <sup>rd</sup> May 2023	In House
Overview & Scrutiny Refresher Training following AGM	25 <sup>th</sup> May 2023	In house
<b>JUNE 2023</b>		
Standards Committee – Mock Hearing	14 <sup>th</sup> June 2023	External - Anthony Collins Solicitors
Community Services Scrutiny Committee Refresher Training following AGM	19 <sup>TH</sup> June 2023	In House
Education & Inclusion Scrutiny Committee Refresher Training following AGM	26 <sup>th</sup> June 2023	In House
Climate Change Scrutiny Committee Refresher Training following AGM	27 <sup>th</sup> June 2023	In House
<b>TO BE SCHEDULED</b>		
Cwm Taf Morgannwg PSB JOSC	Autumn	External - Future Generations

Initial training following formation of JOSOC (Awaiting membership confirmation from 2 other LAs)		
Appeals Refresher Training following AGM	TBC	External - Eversheds
Overview & Scrutiny Understanding Performance Data  <ul style="list-style-type: none"> <li>•Data101: an introduction to understanding and using data</li> <li>•Understanding and using performance data</li> <li>• RCT Performance Data – local perspective</li> </ul>	TBC	Data Cymru  Data Cymru  In House
Decarbonisation Strategy	TBC	In house
Licensing Committee  Update on the mandatory licensing scheme for special procedures in Wales	TBC	In House
<b>ONGOING</b>		
Audit Committee	Agreed programme of delivery for the Committee Throughout the Municipal Year	Inhouse
Pension Committee	On going training programme specific to Committee delivered throughout the year	In house / External

**Individual Training – 1:1 / Smaller Workshop setting  
(Following specific requests by individual Members)**

**\*\*The majority of this training will be scheduled subject to the availability of the Members requesting and the training providers therefore proposed dates have not been included\*\***

<b>1:1 TRAINING / WORKSHOP SETTING</b>	<b>DATE DELIVERED</b>	<b>PROVIDER</b>
<b>JUNE 2023</b>		
Pension Scheme	Completed June 2023	In house – 1:1 guidance in respect of pension scheme taken forward with relevant Member.
<b>JULY 2023</b>		
Understanding Council Budgets	July 2023	In House – Small workshop setting
Climate Change – Key Lines of Enquiry	July 2023	In house – Potential development through the Overview & Scrutiny Committee
Scrutiny Chairing Skills	13 <sup>th</sup> July 2023	External – WLGA
Knowledge base of departments / directory	12 <sup>TH</sup> July 2023	Inhouse – Will be linked with Member Briefing Session on contact arrangements
<b>OCTOBER 2023</b>		
Scrutiny Questioning Skills	TBC – October 2023	External - WLGA
<b>FUTURE TRAINING TO BE DELIVERED DURING 2023 -2024 – SUBJECT TO MEMBERS AVAILABILITY</b>		
Social Media Training	To be agreed with Members	In House – 1:1 sessions to be taken forward to support with usage of Social Media
ILM Coaching Level 5	Course module	Inhouse

Handling difficult conversations	TBC	External - WLGA
Planning Processes	TBC	In house - 1:1 sessions to be taken forward with those Members not on planning committee to allow them to support constituents
Assertiveness training	TBC	External - WLGA
Housing Benefits	TBC	In House
Delivery of Speeches / Public speaking	TBC	WLGA
Time Management / Managing constituent workload	TBC	WLGA approved provider
Media Training	TBC	In House
Challenging Situations	TBC	WLGA approved provider
Welsh Language Classes	6 Members currently undertaking the course. Details of any new cohort to be promoted to Members	In house
Notice of Motion Training	Plaid Cymru Group – May Labour Group –date tbc	Inhouse
Scrutiny of Performance	Course content under development – tbc	External - WLGA



**ONLINE TRAINING – RCT SOURCE / MEMBERS PORTAL AND OTHER ONLINE PLATFORMS**

*(SUGGESTED TRAINING)*

<b>ONLINE TRAINING</b>	<b>DATE COMPLETED</b>	<b>DELIVERY</b>
Cyber Security	September Briefing Sessions and access to the online module through RCT Source	RCT Source
Autism Awareness	Pushed out to Members in June for online completion	Online
Climate Change	Once module developed, online learning resource to be pushed out to Members for online completion	Online
RCT Source Modules	Providing Members with suggested training modules available through the Source	RCT Source
Previous Training Materials available for viewing through Member Portal	Promotion of the training opportunities throughout the Municipal Year	Members Portal
Welsh Level 1 and 2	Promotion of the Levels during July and regular promotions throughout the Municipal Year	Online
Data Library	Workshop Sessions and 1:1 sessions to be undertaken on accessing and use of the data library once fully developed	In house
Range of Equality & Diversity modules created by RCT available through RCT Source.	Promotion of the modules throughout the Municipal Year	RCT Source

## Digital Training Opportunities – Workshop setting / 1:1 / course module

DIGITAL TRAINING	DATE COMPLETED	DELIVERY
Digital 1 training  <i>Please see Appendix 2 in respect of further detail surrounding Digital 1 training.</i>	Members to sign up for 6 week course / or be referred as part of PDR process	In House - Proposed that 1:1 training is undertaken following specific requests received.  If at the end of the session, further training can be provided either in house or external depending on requirements.
Digital bitesize training  <i>Appendix 3 provides details of the sessions between July – October.</i>	Promotion of the opportunities available to Members	In house
Chamber Drop-In sessions	Opportunities to utilise the Coffee Catch up sessions with a presence from ICT and Digital Improvement to run some small sessions if required	In house
Mod Gov App	Training on the Mod Gov App as and when necessary	In house
Members Portal Training – Training on the developments taken forward including expenses and access to the ITrent System	Rolling programme between September and October of drop in sessions / 1:1 training	In house

## OTHER TRAINING OPPORTUNITIES

Leadership Academy	WLGA
Resonant leadership	HR Insight
Community Leadership Modules	WLGA
WLGA Councillor Work books for Personal Development	<a href="#">Chairing Skills</a> <a href="#">Child Sexual Exploitation – It Can and Does Happen Here</a> <a href="#">Corporate Parenting</a> <a href="#">Facilitation and Conflict Resolution</a> <a href="#">Handling Casework</a> <a href="#">Influencing Skills</a> <a href="#">Making Sustainable Decisions</a> <a href="#">Safeguarding Adults</a> <a href="#">Stress Management and Personal Resilience</a> <a href="#">The Effective 'Ward' Councillor</a>

**This training programme is a fluid document and will be updated accordingly.**

**The programme will be monitored for delivery by the Democratic Services Committee**