When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
POTENTIAL CANDIDATES					
2015-17	Diversity in Democracy Programme - • Promotional Campaign • Open Evenings/Events • Videos • Training eg. Social Media • Mentoring • Guidance Materials • Employers Guidance • 'Door to Democracy' Fund? (Support for disabled candidates – currently being explored.)	Potential Candidates	Various	Various	WG
2016	WLGA Candidates' Guide (online)	Potential Candidates	Guide	N/A	WLGA
2016	Payments to Councillors Leaflet	Potential Candidates	Leaflet	N/A	IRP
2016	Guidance & Online Information Open Days/Evenings Mentoring/Shadowing Online Videos Local Democracy Week (w/o 10th October) – local PR activities, links to schools etc.	Potential Candidates	Various	Examples: Bridgend - https://twitter.com/BridgendCBC/status/776402695603101697/photo/1 http://www1.bridgend.gov.uk/media-centre/2016/september/15-09-2016-residents-invited-to-find-out-if-they-could-be-a-councillor.aspx Conwy - http://www.conwy.gov.uk/upload/public/att	Councils

				achments/474/WanttobeaCountyBoroughCouncillortr.pdf Gwynedd https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx	
NEW MEMBERS					
Week One	WLGA Councillors Guide distributed	All Members	Printed and Online Guide E learning	E learning on AWA	WLGA and AWA
Week One	Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority. WLGA councillors guide to be available hard copy.	Council
Week One	Introduction to the Council, and corporate governance.	All members	Chief Executive	To be developed by staff locally	Council
Week one	**"Market Place" ICT induction and equipment**	**All members (M)**	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Council
Week one	"Market Place" Introduction to service areas	All members	Market place, all senior officers, sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Council
Week one	**"Market Place" - session Code of Conduct and Ethics**	**All members(M)**	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Three volunteers from LLG now working with WLGA to produce materials. e learning to be updated	Council AWA (E-learning)
1st 6 Months	**Constitutional matters including meeting participation**	**All members(M)**	HODS/DS officers/senior member	Materials available now in each authority	Council
1st 6 Months	**Social Services and Well-being (Wales) Act**	**All members (M)**	Directors of SS	E learning module (employee section) available now and also local materials	Council AWA (E-learning)
1st 6 months	**Decisions for Future Generations (Wellbeing of Future Generations Act)**	**All Members(M)**	Workshop - Appropriate senior officers and experienced members. And e learning	WLGA E learning available now on AWA	Council AWA (E-learning)
1st 6 Months	**Introduction to equalities**	**All members(M)**	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	Council AWA (E-learning)

1st 6 Months	**Safeguarding**	**All members(M)**	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority. SSIA councillor workbook and e learning to follow -safeguarding adults http://www.wlga.gov.uk/councillor-workbooks-for-personal-development/	Council AWA (E-learning)
1st 6 Months	**Data Management and FOI**	**All members(M)**	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	Council AWA (E-learning)
1st 6 Months	**Corporate Parenting**	**All members(M)**	Directors of SS	Workshop material available now in each authority. SSIA councillor workbook available now http://www.wlga.gov.uk/councillor-workbooks-for-personal-development/ and e learning to follow	Council AWA (E-learning)
1st 6 Months	**Finance including budgeting and treasury management**	**All members(M)**	Finance Directors e- learning	Workshop material available now in each authority. E learning also required	Council AWA (E-learning)
Prior to first meeting	**Planning committee new arrangements from Planning Act**	**Planning Committee(M)**	Planning Officer	National materials now being commissioned by WLGA through Positive planning advisory group	Council WLGA
Prior to first meeting	**Standards**	**Standards Committee(M)**	Monitoring Officer	Workshop material available now in each authority	Council
Prior to first meeting	**Licensing**	**Licensing Committee(M)**	Licensing Officer	Workshop material available now in each authority	Council
Prior to first meeting	**Audit**	**Audit Committee(M)**	Finance Officer	Workshop material available now in each authority	Council
Prior to participating	**Appointments, appeals and interview skills**	**Panel members(M)**	HR Director	Workshop material available now in each authority	Council
Prior to first scrutiny meetings	**The role of Scrutiny**	**All members(M)**	HODS/Scrutiny officers	Workshop material available now in each authority. E learning in development by WLGA and Scrutiny	Council AWA (E-learning)

			managers	
1st 6 months	**Planning for non-planning members - protocols**	**All members (M)**	Planning officers/experienced member	Materials to be commissioned by Positive Planning advisory group (WG funding, planning officers involved)	Council WG

October/November 2017	WLGA 5 regional workshops: New Councillors New Challenges	All new members	To include:
			• Cabinet Secretary Mark Drakeford AM
			• Future Generations Commissioner Sophie Howe
			• WLGA Chief Executive Steve Thomas
			• Sessions on:
			    o Key Behaviours for Successful Councillors.
			    o Digital Councillors
				WLGA

2nd 6 Months	Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	Council AWA (E-learning)
2nd 6 Months	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	Council commissioned external facilitators
2nd 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings? WLGA briefings?	Council
2nd 6 Months	Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	Council commissioned external facilitators
2nd 6 Months	Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	Council commissioned external facilitators AWA (E-learning)
2nd 6 months	Social Media	All members	Comms/IT officers or external facilitators depending on local approach	E learning to be created Update of WLGA Social media handbook required	Council AWA (E-learning)
2nd 6 months	Education Consortia their work	All members	Consortia staff	2hr session for 5 authorities from Central South offered. Others?	Consortia

Note:(M) = Mandatory Training for all councillors Discussed

AWA = All Wales Academy - http://awa.learningpool.com/mod/resource/view.php?id=227

E-learning for members available on the AWA:

Available currently (September 2016)	Available for the new intake (to be converted from WLGA materials by local authority training officers)
Chairing Meetings	Introduction to Scrutiny
Decisions for Future Generations	Ethics and Standards
Public Speaking	Planning for non-planning committee members
Personal Resilience	Planning for planning committee members
Effective Writing	Corporate Parenting
Stress Awareness	Safeguarding Adults
Using E learning in your development	Child Sexual Exploitation
Managing yourself and your time	Social Media
Emotional intelligence	Community Leadership and Casework
Violence against Women, domestic abuse and sexual violence	
Modules on Staff section now that will also be of use to members:	
Equalities (Governors module)	Social Services and Well Being Act
Freedom of Information	Managing information