Meeting of:	**Democratic Services Committee**
Date of Meeting:	**Monday, 10 February 2025**
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Learning Needs Analysis Self-Assessment Exercise Outcomes
Purpose of Report:	To provide Members with future development proposals arising from the Learning Needs Analysis (LNA) Self-Assessment Exercise conducted in Phase 4 of the Induction and Development Programme.
Report Owner:	James Langridge-Thomas, Head of Democratic Services.
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	All Elected Members were invited to respond to the Learning Needs Analysis Self-Assessment Survey.
Policy Framework:	This is a matter for Executive decision.

Executive Summary:

- The Learning Needs Analysis Self-Assessment Survey (LNASAS) was based upon a framework which outlined the skills and knowledge widely accepted to be required by Local Authority Councillors in Wales. The framework was developed by the Welsh Local Government Association (WLGA) and was designed to help new and existing Councillors identify aspects of their role where development might be helpful. The framework was also designed as part of the Wales Approach to Continuing Professional Development for Councillors and fitted with the Wales Charter for Member Support and Development.

- On 11th April, 2023, the Democratic Services Committee was presented with a breakdown of the feedback received from Members in response to the LNASAS to date. A total of 32 responses were received in response to the LNASAS giving a 59% response rate.

- Since the LNASAS was disseminated, Members have also been requested to complete two editions of the Annual Scrutiny Impact Survey (ASIS) on 24th April, 2023 and 12th April, 2024 respectively, that also ask Members to highlight any aspects of their Scrutiny Member role that they require further training and/or information on.

- **Appendix A** of the report provides an overview of the comments raised by Members in response to the LNASAS and ASIS 2023 and 2024, as well as associated commentary from Officers, for the Committee's consideration.

- **Appendix B** of the report lists a series of proposed development topics for the Committee's approval, to schedule and disseminate a Member Development Programme Schedule to all Elected Members (and Co-opted Members where appropriate).

Recommendations

1. T H A T the comments raised by Members in response to the 2023 Learning Needs Analysis Self-Assessment Survey and Annual Scrutiny Impact Surveys 2023 and 2024, as well as associated commentary from Officers, (Appendix A) be noted.

2. T H A T the proposed development topics and associated delivery timescales, as presented (Appendix B), be endorsed.

Reasons for Recommendations

1. Having regard to the contents of the report to meet the Committee's responsibility for overseeing the Council's approach to Member Development in accordance with the Council's Member Development Strategy.

2. To provide Democratic Officers with approval to schedule and disseminate a Member Development Programme Schedule to all Elected Members (and Co-opted Members where appropriate) based on the proposals as agreed in line with development topics identified as required by Elected and Co-opted Members themselves prior to the 2027 Local Government Election.

1. Background

1.1   Elected Members bring a variety of skills, knowledge, and life experience to their position. Therefore, a Self-Assessment (LNASAS) could be used to confirm these qualities and to identify any additional development that Members may require. A Self-Assessment could also give Members the opportunity to assess their performance as a Councillor.

1.2   On 14th November, 2022, the Committee was presented with a Draft LNASAS for its consideration. The draft was based upon a framework which outlined the skills and knowledge widely accepted to be required by Local Authority Councillors in Wales. The framework was developed by the Welsh Local Government Association (WLGA) and was designed to help new and existing Councillors identify aspects of their role where development might be helpful. The framework was also designed as part of the Wales Approach to Continuing Professional Development for Councillors and fitted with the Wales Charter for Member Support and Development.

1.3   At the same meeting, on 14th November, 2022, the Committee approved the draft and subsequently resolved that the Survey be emailed to all Elected Members electronically as well as uploaded to MemberNet in January 2023.

1.4   Following the Committee's approval of the Survey, its content was transcribed into Microsoft Forms by Democratic Services Officers and an electronic version of the Survey was created.

1.5   On 23rd January, 2023, the electronic LNASAS was emailed to all Elected Members together with the Elected Member role description at Section 25.1 of the Council's Constitution. Members were requested to complete the Survey by

Monday, 6th February, 2023 (two-week response window) in order that the results could be analysed in preparation for this report.

On 6th March 2023, a further reminder was sent Members who had yet to complete the Survey in the hope of increasing the number of responses received.

1.6 The LNASAS covered 17 different categories of knowledge and skills and Members were asked to indicate if they wished to receive further development support on any of the following:

1. Understanding of the role of the Councillor,
2. Understanding the role of the Local Authority,
3. Conduct,
4. Equalities and respect,
5. Balancing Council and community expectations and responsibilities,
6. Audit, Inspection and Regulation,
7. Balancing personal commitments,
8. Information Management,
9. Using ICT and social media,
10. Meeting preparation and participation,
11. Working with the media,
12. Self-promotion,
13. Working with officers,
14. Health and safety,
15. Financial capability,
16. Interpersonal skills, and
17. Sustainable development.

1.7 Members were also asked to prioritise any identified development needs as well as their preferred method of learning for each of their identified development needs.

1.8 On 11th April, 2023, the Committee was presented with a breakdown of the feedback received from the LNASAS to date alongside a general update on the corporate Member Induction and Development Programme. A total of 32 responses were received in response to the LNASAS giving a 59% response rate and Members were requested to provide their views and interpretation of the findings. After which, the Committee resolved:

(1) T H A T the comments of the Committee as discussed [at the 11th April, meeting], be collated and considered by Democratic Services Officers going forward.

(2) T H A T the formatting of any future surveys be consistent when provided in draft paper format, in survey software and in the publication of any results and outcomes.

(3) T H A T the feedback received from Members, as set out in Appendices A, B and C to the report, be noted.

(4) T H A T the suggested findings of the Learning Needs Analysis Self-Assessment Exercise, and the Member Induction Programme feedback surveys as set out in

paragraph 2.8 and 2.16 of the [11ᵗʰ April] report, be endorsed.

(5) T H A T a draft of the autumn 2023 onwards Member Development

Programme Schedule be presented to the Committee, prior to sharing with all Elected Members (and Co-opted Members where appropriate), once details of the programme were available.

1.9 Any future Member Development offer would complement the separate Personal Development Reviews (PDRs) process that will be offered to all Members, by the recently appointed Head of Democratic Services, by the end of September 2025.

2. Key Issues for Consideration

2.1 In response to recommendations (4) and (5), in paragraph 1.8 above, Democratic Officers have been tasked with designing a Member Development Programme Schedule, for the Committee's consideration, for the remainder of the current Municipal term (until April 2027).

Due to pressures placed on the Democratic Services Team in recent years in relation to significant corporate projects, such as the implementation of the Council's Hybrid Meeting Solution, it has not been possible to progress with this area of survey work formally until very recently. The Democratic Services Team has also faced workforce challenges within the last 18 months that have caused challenging levels of disruption and led to a necessary focus on core business-as-usual activity.

However, efforts to support Members with personal development since April 2023 has continued via the following means:

- Enrolment on various, non-essential, iDev Courses.
- Global agenda paper distribution.
- Application specific Planning Committee Briefing sessions
- Invitations extended to sessions provided by external training providers; Local Government Association – Handling Online Abuse and Intimidation and Welsh Local Government Association – Progressive Community Leadership Training.
- Easy Conference Connect iDev e-learning module in October 2023.
- Additional Budget/Finance Member briefings in November and December 2023.
- Annual Planning Refresher sessions in November 2023 and December 2024.
- Additional Treasury Management Member briefing in February 2024.
- Understanding and Using Performance Data in March 2024.
- Tools of Effective Scrutiny Workshop(s) offered in March 2024.

2.2 Since the LNASAS has been disseminated, Members have also been requested to complete two editions of the Annual Scrutiny Impact Survey (ASIS) on the 24ᵗʰ April, 2023 and 12ᵗʰ April, 2024 respectively, that also ask Members to highlight any aspects of their Scrutiny Member role that they require further training and/or information on. Therefore, to support Democratic Officers with the task of assessing the various survey results, comments from each of the

surveys have been consolidated together and provided collectively within Appendix A.

2.3 **Appendix A** of the report provides an overview of the comments raised by Members in response to the LNASAS and ASIS 2023 and 2024 as well as associated commentary from Officers.

Having considered the comments provided, officers have categorised each of the comments under one of the following Topic Headings:
1. Policies and Legislation
2. Member Roles and Responsibilities
3. Public Participation
4. Finance
5. Social Services Directorate
6. Learning and Skills Directorate
7. ICT Skills and Support
8. Working in the Community.

Officers have also provided commentary against each comment in relation to Member development progress made since each survey was published.

2.4 Some of the comments provided were received anonymously and some were attributed to specific Members/individuals. Therefore, commentary is labelled accordingly as either 'Anonymous' or 'Individual' for context.

2.5 It is felt that the vast majority of comments received have been answered via Member Development sessions or resources that have been made available to members since publication of the various surveys. However, **Appendix B** lists a series of proposed development topics for the Committee's consideration and/or approval going forward.

2.6 In response to the amount of Code of Conduct queries raised by Members with the Monitoring Officer, as well as the Chair of the Council's Standards Committee, an additional Code of Conduct/Rules of Debate Member Development Session and separate Chair and Vice-Chair Training session are also proposed to be delivered before May 2025.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority, requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to managing and developing the Member Induction and Development Programme is collaborative and involving and the contents of the Act will be used to inform the development of both new and refresher sessions within the Member Development Programme over the coming years.

The Council is committed to an ongoing programme of Member Development to support Councillors to meet their responsibilities and undertake their various Council role(s) throughout their entire 5-year term. Programme sits under the Member Development Strategy as previously considered by the Committee on 12th July, 2021 and subsequently approved by Cabinet on 19th July, 2021.

4. Climate Change and Nature Implications

The use of electronic surveys is an approach taken to minimise printing and postage costs however, a hard copy of all surveys were still available on request. This approach is aligned to the Council's response to the climate emergency; Project Zero, and its intention to use new technologies and digital practices.

5. Resources and Legal Considerations

Financial

5.1   Future Member Development provision will continue to comprise a mixture of delivery which, whilst largely delivered internally, will also include external facilitators where considered appropriate and beneficial. Any expenditure incurred on external facilitators will be met from within the existing budget.

Employment

5.2   The main implication will be in terms of Officer time to co-ordinate and/or facilitate development sessions and/or resources.

Legal (Including Equalities)

5.3   Member Training and development is required by the Local Government Act 2000 and Local Government Measure (Wales) 2011.

5.4   The Local Government and Elections (Wales) Act 2021 places new duties on Local Government in relation to Member knowledge and development.

A determination within the Independent Remuneration Panel for Wales (IRPW) Annual Report 2024-2025 states that " Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively."

6. Background Papers

Minutes of Democratic Services Committee – 11th April 2023.

Report - Member Induction and Development Programme Update and outcome of the Learning Needs Survey – 11th April 2023.

Topic	Member Input	Response
Member Roles & Responsibilities	The role of becoming a chair or vice-chair.	*Anonymous Comment - Essential (mandatory) sessions were offered to all Members appointed as a Chair or Vice-Chair of a Committee other than Scrutiny as well as a separate session specific to Scrutiny Chairs, facilitated externally by the Welsh Local Government Association, in June 2022, as part of the Member Induction & Development Programme. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference.
	Drumming into councillors heads that their loyalty is to their constituents first and their political parties second. Empowering them with the courage to vote according to principle.	Tools of Effective Scrutiny Workshop (March 2024): Section dedicated to the role of both Chair and Committee Members as per the role descriptions in Section 25 of the Constitution, to identify good working practices and lessons learnt to date. It is also acknowledged that Chairing skills will develop over time through individual experience.
	Chairing	*Individual Comment - Relevant Councillor no longer in a Chair role. See note above.
	How to spot the signs and how to signpost or provide help to victims of domestic violence, money laundering and child exploitation. I would like this training to include how to spot the singns and how to signpost or provide help.	*Anonymous Comment - All Elected Members required to complete the 'Violence against Women, Domestic Abuse and Sexual Violence' iDev module every two-years. Money Laundering is proposed as a topic for future member development. Child Exploitation is proposed as a topic for future member development.
	Standing Orders / Rules of Debate	*Individual Comment(s) - Essential (mandatory) sessions were offered to all Members, facilitated internally by the Democratic Services Team, in May 2022, as part of the Member Induction & Development Programme. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference.
	Standing Orders / Rules of Debate	It is also acknowledged that understanding of Council Procedure Rules will develop over time through individual experience and repetition of use.
	Rules of Engagement	Code of Conduct / Rules of Debate is proposed as a topic for future member development by the Monitoring Officer.
	Functions of Leadership team and relationship with Counillors - aspects of critical friend approach/giving feedback.	*Mixture of Individual and Anonymous Comments - All Elected and Co-opted Members were invited to meet the relevant Directors in post at the time of their Member Induction & Development event. Shortly afterwards, all Elected Members were provided with a Corporate Structure List by the PA to the Chief Exectuve providing senior level officer contact information and updates have been recirculated periodically.
	Role of officers	Service Area Officers regularly attend committee meetings and terefore have face-to-face contact with Elected Members in addition to any enquiries that members are entitled to make directly with the service areas.
	Day to day operation of the different parts of the directorate.	
	who to go to/find information requied to answer qeries.	It is also acknowledged that understanding of Officer roles and introductions will develop over time through individual experience and repetition of contact.
	Day to day operation of the different parts of the directorate.	
	Who is who as regards officers and how to get things done.	

Public Participation	How far members of the public can participate in discussions.	*Anonymous Comment - 'Public Participation Strategy' is proposed as a topic for future member development in line with the strategy refresh in 2025.

Working in the Community	Managing expectations in community/communication	*Individual Comments - All Elected Members were invited to attend the following courses to support them in their role as a public figure within the early months of the Member Indiction and Development Programme; Introduction to the Council and Local Corporate Governance (session recorded and available on Committee Hub for future reference), Personal Safety & Self-Care, Working with the Media, Community Leadership & Casework, and Digital Citizen Workshop.
	Dealing with communications, to pursue ward issues.	
	develop a profile in the community I represent - effective communication and consultation	
	Dealing with difficult people	It is acknowledged that members who belong to part of a political group will receive mentoring and surgery support from within their political group and that community enagement based skills will develeop with experience.
	Understanding the role and responsibilities of a town/community council over the county council.	
	Community Centres.	Elected Members are also signosted to external organisations that provide indepenent advice and support from the Local Authority with information available via StaffNet e.g. Welsh Local Government Association (WLGA) and One Voice Wales.
	e-learning with regards to Refugees and Traveller communities.	*Individual Comment - 'Community Cohesion' is proposed as a topic for future member development.

Finance	Budgets and finance. Management of capital programme. Details of and expending grants. External partners, costing breakdowns on infrastructure projects so members can see how much things actually cost.	*Mixture of Individual and Anonymous Comments - Members receive regular financial reporting via the Council's Scrutiny, Cabinet and Full Council functions. Essential (mandatory) sessions were offered to all Elected Members, in June 2022, as part of the Member Induction & Development Programme. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference.
	Finance.	
	Finances of the council	
	financial pressures of the council	
	How we set budget, sources of funding, history of council reserves and how we use them each term.	Additional Budget briefings have also been extended to all Elected Members in November and December 2023.
	Financial Capability	Members of the Corporate Performance & Resources Scrutiny Committee, Cabinet, and the Governance and Audit Committee were also required to attend an essential (mandatory) Treasury Management session, in June 2022. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference.
	New legislation etc. that cover financial and environment issues.	
	budget setting and reviewing	An additional Treasury Management session was also extended to all Elected Members in February 2024.

Social Services Directorate	Child carers	*Anonymous Comment - The HLSC Scrutiny Committee receives an Annual Update regarding Unpaid Carers and Regional Carers Strategy each March. All Elected Members are provided with notification of the relevant agenda papers being published.
	Carers and young carers information	
	How/if the committee could influence the health board to provide better access to healthcare services, GP etc.	*Anonymous Comment - Any Elected Member is entitled to present a Request for Consideration to the Chair of the Healthy Living & Social Care Scrutiny Committee who is automatically appointed as a member of the Cardiff and Vale University Health Board (UHB) Stakeholder Reference Group. An Elected Member of the Council is also appointed as an independent member on the Cardiff and Vale University Health Board for members to contact directly. A list of elected members appointed to outsdie bodies on behalf of the Authority is available on the Counil's website for members information.

	Corporate Parenting & Safeguarding		*Individual Comment - Essential (mandatory) sessions on Corporate Parenting & Safeguarding / Social Services and Wellbeing Act were offered to all Elected Members, in July 2022, as part of the Member Induction & Development Programme. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference. All Elected Members are provided with an Annual and Mid-Year Corporate Safeguarding report, on an annual basis, by reference from Cabinet to each of the Scrutiny Committees. Some Elected Members also undertake a Governor role within a Vale of Glamorgan School and have therefore been requested to undertake further Safeguarding training at the time of appointment. However, it has recently been decided that Vale of Glamorgan Council elected members who have completed safeguarding training as part of their initial induction programme as a Member of the Vale Council following each Local Government Election will no longer need to complete duplicate safeguarding training via HWB as part of their role as a school Governor.
Learning & Skills Directorate	Libraries and how they are moving with the times.		*Anonymous Comment - Since the comment was raised, members have been provided with a Library Service Annual Report that was presented to the Learning & Culture Scrutiny Committee. Both the meeting papers and recording remain available to all members via the Committee HUB and YouTube Channel. 'Libraries & Culture' is proposed as a topic for future member development.
	ALN provision in schools.		The Director of Learning & Skills has offerrd to deliver a session on this topic.
	School Success stories, how improvements have benefitted pupils.		The Central South Consortium (CSC) reports to the Learning and Culture Scrutiny Committee on a quarterly basis for which all Elected Members and relevant Co-opted Members receive agenda notifications. CSC reports include information on Estyn Inspection Outcomes, Best Practice and Commendations across all Vale of Glamorgan Schools. Regular reports from the Learning & Skills Directorate are also presented at Cabinet by the Cabinet Member for Education, Arts and the Welsh Language for which all Elected Members are sited. Several Elected Members also undertake a Governor role within a Vale of Glamorgan School and therefore have first hand experience of developments within their associated school.
	School Admissions Policy.		*Anonymous Comment - A report is taken to Full Council for approval on an annual basis.
	Understanding neuro-diversity and how best to support/give advice/remove any bias from decision making.		*Individual Comment - All Elected Members forwarded the 'Accessibility Tools in Microsoft 365' email from ODandLearning on 17.09.24 including a series of e-Learning modules to further support with understanding and adapting to neurodiverse needs within the workplace i.e Neurodiversity, ADHD, Autism and Tourette Syndrome. Understanding neurodiversity is proposed as a topic for future member development.

ICT Skills and Support	Updates in IT	*Individual Comment(s) - All Elected Members enrolled on to the 'Microsoft Teams Training' and 'Microsoft Outlook Training' iDev Modules at time of induction in May 2022.
	Basic IT	
	Sufficient training to Members on its IT and Systems, so as to ensure the most effective use of Member' Time and requirements.	*Individual Comment - All Elected and Co-opted Members enrolled on to the '365 Handy Hints' iDev Module as of 10.07.2024
	viewing long complex documents	*Individual Comment - Tools of Effective Scrutiny Workshop (March 2024) - Section dedicated to Committee HUB Access, PDF Bookmarks, Highlighter Tool and Page Navigation.
	A second screen and show me how to use it	*Individual Comment - Councillor has since been provided with a second screen and demonstration.
	using council laptop and phone - I am sure there are some things that could save me time and assist	*Individual Comments - Members are provided with 1-2-1 support on request via either Democratic Services, ICT or OD officers depending on the nature of the request.
	really important to me - how to use phone, compute, amount of and prioritising emails.	All Elected Members have access to the ICT 'HowToGuides' folder on their VoG desktop. This provides quick guides to the most frequently asked questions and available offline.
	Information Management	It is also acknowledged that equipment skills will develop over time through individual experience and repetition of use.
	Effectively communicating in an online meeting	*Individual Comment - The Council operates two communication platforms for Council meetings; Microsoft Teams (day-to-day business) and Easy Conference Connect (formal meetings). All Elected Members were enrolled on to the 'Microsoft Teams Training' iDev Module at time of induction in May 2022. All members were invited to an essential (mandatory) Induction Event shortly after the 2022 LG Election, in May 2022, that included a section on ICT Equipment Collection/Induction. After which, all members were extended the opportunity to attend an additional and optional Meeting Platforms ICT 'Drop-In' Session. All Elected and Co-opted Members were enrolled on to an Easy Conference Connect e-learning iDev module in October 2023 as part of the soft launch for the platform. Both iDev resources remain available to Members for future reference. It is also acknowledged that platform skills will develop over time through individual experience and repetition of use.
	Managing my work/life balance better	*Individual Comment - All Elected and Co-opted Members enrolled on to the 'Managing Your Time' and 'Building Better Habits' iDev Modules as of 10.07.2024
	GIS System	*Individual Comment - Councillor offerred a 1-2-1 session with Democratic Officers.
Policies & Legislation	Development of policy with the policy team.	*Individual Comment(s) - All Elected Members were invited to attend a session titled

conversation with an experinced person regarding the policies underpinning Council Services to ensure I have an overall understanding of the most important policies and strategies across the Council.	'Corporate Plan' as part of the Member Induction & Development Programme in May 2022. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference. The session covered the Council's Annual Delivery Plan, Transformation Programme, Wellbeing of Future Generations Act, Five ways of working, Performance Management & Reporting, Public Service Board, Project Zero: Climate Change, mitigation, and de carbonisation, and Values & Culture.
Future Generations	
	Since starting office, all Elected Members have also been periodically consulted on and invited to briefings facilitated by the Performance Development Team on development of the Council's 2025 - 2030 Corporate Plan.
Planning	*Individual Comment - All Elected Members were invited to attend a Planning development session as part of the Member Induction & Development Programme in May 2022. This session was mandatory for Planning Committee Members. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference. Refresher training has also been provided to Committee Members on an annual basis in both November 2023 and December 2024 since initial induction. Ad hoc briefings have also been arranged for Committee Members as and when required based on speciifc applications to be considered by the Committee where the matter is deemed to be complex.
Equalities and diversity	*Individual Comment(s) - Essential (mandatory) sessions were offerred to all Elected Members, in June 2022, as part of the Member Induction & Development Programme. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference.
equalities and diversity so can understand and interpret all information and data	
Interpreting data	*Individual Comment - An 'Understanding and Using Performance Data (for COUNCILLORS') development course was provided to all Elected Members in March 2024 and facilitated by Data Cymru on behalf of the Council's Performance Development Team.
Health & Safety and changes to the laws	*Individual Comment - It is recommended that all Elected Members be enrolled on the Health & Safety Basics i-Dev Course. This would not be mandatory and threfore optional to complete.

	Audit Inspection and Regulation	*Indvidual Comment - All Elected Members were invited to attend a 'Governance & Audit' development session as part of the Member Induction & Development Programme in June 2022. This session was mandatory for all members of the Cuncil's Governance and Audit Committee and those appointed as a Chair or Vice-Chair of any other council committees. These sessions were recorded and the recording made available to All Members in the Training Folder on the Committee HUB for future reference. Members of the Governance and Audit Committee receive regular contextual information as part of the reports presented to the Committee. Governamnce and Audit Committee Members are also surveyed on an annual basis in relation to skills and knowledge to inform the development of a learning and development programme specific to the Committee. The feedback from the survey is reported to committee on an annual basis and available to all Elected Members for information.

Proposed Development Topics

2025		Corporate Plan Link
With Immediate Effect:	Enrollment on the following, non-essential, **iDev Courses**: - Group A Safeguarding (if not already enrolled) Health & Safety Basics - Introduction to Neurodiversity	WBO4 - Supporting and Protecting Those Who Need Us; WBO5 - Being the Best Council We Can Be
Quarter 1: Feb and Mar.	**Chair & Vice-Chair Training (WLGA)** A sesson to review the role of the Chair, consider useful practice, develop individual approaches and discuss solutions to challenging situations.	WBO5 - Being the Best Council We Can Be
	Reshaping Scrutiny, Performance and Corporate Plan A sesson to understand the Council's new approach to Scrutiny, including the revised performance arrangements to support the new Corporate Plan.	WBO5 - Being the Best Council We Can Be
Quarter 2: Apr, May and Jun.	**Code of Conduct/Rules of Debate** (Mandatory). Sections 4 and 19 of the Council's Constitution.	WBO5 - Being the Best Council We Can Be
	Understanding neurodiversity. The word neurodiversity refers to the diversity of all people, but it is often used in the context of autism spectrum disorder (ASD), as well as other neurological or developmental conditions such as ADHD or learning disabilities. The neurodiversity movement emerged during the 1990s, aiming to increase acceptance and inclusion of all people while embracing neurological differences.	WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us;
Quarter 3: July and September.	**Public Participation Strategy.** How the Council will encourage and facilitate public participation in the Vale of Glamorgan. The strategy sets out how the Council will be diverse in its engagement methods, using social media platforms, community connectors and face-to-face engagement, to take an integrated approach to public participation.	WBO1 - Creating Great Places to Live, Work and Visit; WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us; WBO5 - Being the Best Council We Can Be
Quarter 4: October, November and December.	**Libraries and Culture: Brave New Worlds.** Libraries and Culture is undertaking a full strategical review, with a new strategy currently being designed that supports our Libraries, Arts and Cultural spaces, ensuring that the service is a service for the future. Culture has never been so important, and Libraries and Cultural Services are best placed to support all areas of our work across the Vale, so now is the time to champion what we do, can do, and communities want us to do.	WBO1 - Creating Great Places to Live, Work and Visit; WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us; WBO5 - Being the Best Council We Can Be
2026		**Corporate Plan Link**
Quarter 1: Jan, Feb and Mar.	**Additional Learning Needs Provision in Schools.** The Council provides support and information to parents and education providers on how to support young people with ALN. A child or young person has ALN if they have a significantly greater difficulty in learning than the majority of others of the same age or have a disability which prevents or hinders them from making use of the educational facilities generally provided for others of the same age in mainstream maintained school or Further Education Institution.	WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us;
Quarter 2: Apr, May and Jun.	**Child Exploitation.** Child Exploitation is a type of abuse. When a child or young person is exploited they're groomed by being given things, like gifts, drugs, money, status and affection. This is usually in exchange for carrying out a criminal activity.Child exploitation is complex and often cannot be categorised neatly into one definition and many children and young people crossover the different definitions.	WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us;
Quarter 3: July and September.	**Money Laundering.** Money laundering is the process that turns dirty money into funds that appear lawful and can therefore be spent as if they were from legal sources. Money laundering legitimises the proceeds of crime and allows drug gangs, human traffickers and other criminals to expand and benefit from their operations.	WBO1 - Creating Great Places to Live, Work and Visit; WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us; WBO5 - Being the Best Council We Can Be
Quarter 4: October, November and December.	**Community Cohesion.** **PART A** - "Gypsy, Roma, and Traveller" (GRT) is an umbrella term that describes a variety of cultural and ethnic groups. GRT communities are often socially excluded and misunderstood. They have a distinctive culture and heritage, but face many challenges, including Discrimination, Health outcomes and Education. **PART B** - The terms "refugee", "asylum seeker" and "migrant" are used to describe people who are on the move, who have left their countries and have crossed borders for a variety of reasons.	WBO1 - Creating Great Places to Live, Work and Visit; WBO3 - Giving Everyone a Good Start in Life; WBO4 - Supporting and Protecting Those Who Need Us;