

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
6 SEPTEMBER, 2012**

PRESENT: County Councillor Mrs S.C. Davies [Chair]
County Councillors P.J. Ashton, Mrs D. Bailey, D.O. Evans, J. Powell, G. Ratcliffe, T. Turner and D.H. Williams

Officers in Attendance: Stephen Boyd (Cabinet Manager), Lisa Griffiths (Organisational Development Manager), Carol Johnson (Democratic Services Officer), Janet Kealey (Head of Legal, Scrutiny and Democratic Services), Wyn Richards (Scrutiny Manager) and Shane Thomas (Member Support Manager).

1. APOLOGIES

Apologies were received from County Councillor G. Price.

2. NOTES OF PREVIOUS MEETING

(a) The notes of the previous meeting held on 17 February, 2012 were agreed as a correct record.

(b) Matters arising not included elsewhere on the Agenda:

- i) Local Government Measure – the Guidance in respect of Members' Annual Reports was still awaited. Shane Thomas advised that the Member Support Unit could support Members in producing annual reports. It was noted that a template would probably be published and that Cabinet Members' reports may require additional information. It was agreed that Members needed to be made aware that they would be required to produce reports and that they should keep a record of their work.

Agreed that:

- 1. **The Chair would email Group Leaders and non aligned Members advising that there will be a requirement for each Member to produce annual reports and encourage people to keep a note of their work.**
 - 2. **The Working Group Members would “champion” annual reports within their Groups.**
 - 3. **A training session on the content of annual reports be added to the Member Development Programme and provided when the guidance was published.**
- ii) County Farms - no specific training was provided to the Members participating on the County Farm panels. Members were invited to apply and give details of their agricultural knowledge and experience which was used in selecting members.

iii) Step Up Powys

Agreed that:

- 1. a copy of “How Fair is Wales” document would be sent to the Working Group.**
- 2. the Step Up Powys pilot would be added to the Work Programme and contact would be made with Rob Beardall to develop this project.**

iv) Members’ Induction Folder

The Working Group noted that feedback had not been requested from Members regarding the Induction Folder but positive comments had been received. Comments were made that it should be referred to as an Induction and Development Folder, to which Members could add further information, such as development session handouts, during their term of office. Members appreciated officer support during the first few months after appointment and also that given by the Member Support Unit.

The Induction Programme and timetable of meetings was discussed. It was acknowledged that this was a very intensive programme.

Agreed that:

- 1. where possible, the Induction training programme and timetable of meetings should be arranged so that only the Cabinet and Regulatory Committee receive training and meet in the first two months after an election.**
- 2. the content of Part 2 of the Member Induction Folder be considered and floor plans of County Hall showing the location of services be included.**

3. PERSONAL DEVELOPMENT REVIEWS [PDRs] PILOT

The Working Group noted that PDRs would initially only be undertaken for Members receiving Senior Salaries. PDRs would then be rolled out for all Members and the outcome of the reviews would influence the Member Development Programme.

It was noted that a pilot would be undertaken to assess the process, paperwork and Member support required. Due to the election the pilot had been delayed and it was now a priority for the Working Group. The person to undertake reviews with an individual Member was for local determination. The Working Group discussed this issue and the support required for these individuals.

Agreed that:

1. the pilot be undertaken with the Working Group Members only.
2. officers on the Working Group act as reviewers in the pilot.
3. clarification would be sought on the status of an individual's review in respect of a freedom of information request.

4. MEMBERS STRATEGY

The Working Group noted the Strategy and that it needed to be updated to reflect the changes in the Committee structure.

Janet Kealey left the meeting.

5. MEMBER DEVELOPMENT

5.1 Action Plan 2011 - 14

The Working Group noted the Action Plan and that these items would be reflected in the Work Programme.

5.2 Work Programme

The Working Group noted the Work Programme.

Agreed that the following would be added to the Work Programme:

1. new role descriptions and person specifications had been published by the Welsh Local Government Association [WLGA] and would need to be reviewed, agreed and adopted.
2. the WLGA Workbooks recently added to the Members' Portal would be reviewed to assess whether Members required any support in their use.
3. identification of mandatory training
4. the development of a Service Level Agreement [SLA] for Member support.

It was noted that Charters with Town and Community Councils would be developed.

6. WORKSTREAM LEADS

It was noted that the Workstream Leads were Members who would raise the profile of a workstream with other members and also be a point of contact for officers to support the development of the workstream.

Agreed the following Workstream Leads:

- **Member Development Programme – Councillors Mrs D. Bailey and G.D. Price**
- **Member Support Services and Member Facilities – Councillor Mrs S. Davies**
- **Personal Development Reviews [PDRs] – consider after the completion of the pilot**
- **Member Champion – Councillor T. Turner**
- **Mentoring – Councillor P. Ashton**

7. MEMBER DEVELOPMENT PROGRAMME

The Working Group discussed the format of training and development available to Members including workshops and seminars, e-learning, internal and external training and working with other local authorities to share costs.

It was noted that attendance at development sessions was being recorded, however the aim was to add this to the Trent system. Councillor P.J. Ashton advised that Pension and Investment Committee Members were attending a three day external course to enable them to participate on the Committee. This information would be added to their Member Development attendance record.

The Development Programme would be discussed with the Workstream Leads.

County Councillor G. Ratcliffe left the meeting.

8. MEMBER DEVELOPMENT PROGRAMME

The Working Group received and noted the evaluation summaries for the following Member Development sessions:

- 8.1** Safeguarding and Corporate Parenting – 12 July, 2012
- 8.2** Treasury Management - 20 July, 2012

The Working Group noted the comment regarding the use of colours in diagrams etc, which caused difficulty for individuals with a colour visual impairment and that this had been raised with the external trainer. It was noted that this was an equalities issue and should be considered by providers of development sessions and officers making presentations to Committees.

The low number of evaluation forms returned [30/50 and 23/48 respectively for the above] was noted. The Working Group agreed that Members should be encouraged to complete these, as it was important for the Working Group to know their views.

The issue of how effective Member Development was and what impact it had on the Authority was discussed. It was noted that this was also an issue which was being considered in respect of staff training.

Some local authorities asked Members to comment on how they had used the training six months after receiving it.

Agreed that:

- 1. Members would be reminded how important it was to complete the evaluation forms by the Chairman at each session.**
- 2. the evaluation summaries would be added to the Members' Portal for each development session.**
- 3. consideration of how to evaluate the effectiveness of development programmes would be added to the Work Programme.**

9. DATE OF NEXT MEETINGS

- 18 October 10.00 a.m. Committee Room A
- 29 November 10.00 a.m. Committee Room A

Dates would be included in the 2013 diary on a six weekly cycle.

County Councillor Mrs S. Davies
Chair