

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
10TH JUNE, 2013**

PRESENT: County Councillor Mrs S.C. Davies [Chair]
County Councillors P.J. Ashton, Mrs D. Bailey, J. Powell and D.H. Williams

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

1. APOLOGIES

Apologies were received from County Councillor D.O. Evans.

2. NOTES OF PREVIOUS MEETING

- 2.1 The notes of the previous meeting held on 5th February, 2013 were agreed as a correct record.

The Working Group noted that a number of Members had had difficulties in opening the embedded pdf documents in the Agenda. Wyn Richards advised that an ICT review was being undertaken by a Scrutiny Committee. It was noted that some Authorities gave their members the option of either having laptops or ipads. A report on the Scrutiny Review would be brought to the Democratic Services Committee.

- 2.2 Matters arising not included elsewhere on the Agenda:

- (i). Step-up Powys – a meeting was scheduled to discuss the Project Plan. It was noted that links could be made with the Powys Youth Academy, as one way to link with communities. [**Post meeting note:** a report on the Step-Up Powys project plan would be made to the Democratic Services Committee. Any Member Development needs arising from this, would be referred to the Member Development Working Group for consideration].
- (ii) Members' Annual Reports – 26 draft reports had been received. Other Members would be emailed to ask them to advise on whether they were intending to write a report. The Local Government (Wales) Measure 2011 did not stipulate a date for publication, unlike the draft guidance. Officers were now working to get all written reports published by the end of July, 2013.

3. Pilot Personal Development Reviews [PDRs]

The Working Group received a report on the Pilot PDR [copy filed with the signed notes].

Members made the following comments:

- One Member commented they were originally sceptical about the process. However, having gone through it, it had been

useful in helping them to focus on what they do and what they would like to do.

- Concern was expressed about the time needed by officers to undertake the reviews. Wyn Richards advised that the PDRs would be undertaken within the first and third year of a Council term, rather than annually which was agreed.
- Concern was expressed about undertaking peer to peer reviews. Members considered that members would be more open with officers undertaking their reviews.

Members commented on the following issues:

- Officers should undertake the reviews. It was agreed that although the Local Government (Wales) Measure excluded the Leader from having to undertake a PDR, they should be offered the opportunity to undertake one.
- Concise core skills and knowledge should be developed for each role. It was noted that work was being undertaken by the Hay Group to develop competencies for officers and that Dyfed Powys police had also produced such information. It was agreed to look at these and how they could relate to Members' role descriptions and competencies.
- Developing Members for specific roles, especially if they were not in the lead group was discussed. It was agreed that other local authorities would be approached to see how joint working could support this.
- Supporting members through in-house mentoring, buddying and coaching should be developed as well as looking at how cross authority support could be considered. The support available from the Welsh Local Government Association would also be reviewed.
- Cross border training was provided where appropriate and was useful when looking at generic issues/topics. The Council's Member Development Programme however, usually related to how services were provided and issues within Powys.
- The final table in Section One would be deleted as the information was duplicated in Section Two.

RESOLVED:	REASON FOR DECISION:
<p>That the Member Development Working Group recommends to the Democratic Services Committee</p> <p>a) That the PDR process [undertaken in the first and third year of a Council term and where officers meet with members for their reviews] and revised paperwork be adopted</p> <p>b) That PDRs are undertaken by Members in receipt of a senior salary, including the Leader and that these are completed by November 2013</p> <p>c) That PDRs are offered to all other Members and that these are completed by February 2014.</p>	<p>1. To ensure that a PDR process is implemented for Members in line with the requirements in the Local Government (Wales) Measure 2011</p> <p>2. To meet the objectives in the Powys Change Plan - under Council in respect of Workforce Transformation.</p>

4. Member Support Agreement

The Working Group received the final draft Member Support Agreement [copy filed with the signed notes].

Members noted that accessing the Personal Safety Register to support Members in their role had been added to the support available from the Member Resource Area. The Members' Development session on 21st June would cover the Personal Safety Register and violence and aggression issues. It was agreed that these topics would be added to the Induction programme.

The use of the Members' Portal and Bi-monthly Bulletin was discussed. It was considered that it was better to have information in one place.

The Chair thanked Shane Thomas and his team for developing the Agreement and for their work in developing the Members Resource Area.

5. PROTOCOL ON THE USE OF LAPTOPS

The Working Group noted the comments from the Standards Committee [copy filed with signed notes] and discussed the issue further.

Agreed that the draft protocol on the use of laptops would be discussed with the Group Chairs.

6. MEMBER ROLE DESCRIPTIONS

The Working Group received comments from the Powys Independent Group and Welsh Labour on the Member role descriptions [copy filed with signed minutes].

RESOLVED:	REASON FOR DECISION:
That the Member Development Working Group recommends to the Democratic Services Committee for adoption by Council the following draft role descriptions: <ul style="list-style-type: none">• Chair and Vice-Chair of Democratic Services• Chair and Vice-Chair of Audit Committee• Chair and Vice Chair of Standards Committee• Chair and Vice-Chair of Standards Community Sub-Committee	To ensure that the role descriptions are adopted for inclusion in the Council's Constitution.

7. MEMBER DEVELOPMENT

- 7.1 The summary evaluation form for the Children's services and IT member Development session held on 31st May, 2013 was received [copy filed with the signed notes].

The 2014 diary was being drafted and wherever possible, development sessions would not be scheduled during school holidays. In response to questions it was noted that a record was kept of members' attendance at development sessions and those Members who had low attendance records could be identified.

Agreed that details of those Members that had low attendance records at Member Development sessions would be forwarded to the Group Leaders for them to ask their Member why they had been unable to attend sessions and what they wanted from such sessions.

- 7.2 It was noted that officers had met to develop Trent for recording Members' attendance at development sessions and recording individual PDR needs.

8. DATE OF NEXT MEETING

The next meeting would be held on 30th July, 2013 at 2.00 p.m.

The Chair asked that a copy of the Council's Charter submission be sent to the Working Group for information.

County Councillor Mrs S. Davies
Chair