

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING  
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON  
16<sup>TH</sup> OCTOBER, 2013**

**PRESENT:** County Councillor Mrs S.C. Davies [Chair]  
County Councillors P.J. Ashton, D.O. Evans and T. Turner

**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 Councillors P.E. Lewis, G. Ratcliffe and D.H. Williams who was on other Council business.

**2. HAVE YOUR SAY**

The Chair welcomed Julie Nicholas-Humphreys, Customer Services Manager to the meeting to update the Working Group on the complaints, concerns and compliments system. The current system was introduced in April 2013 following a review of how authorities dealt with complaints in Wales.

A report on the first six months of operating this system would be made to the Joint Chairs meeting in November 2013. Members considered that where a complaint was received via a Member, a copy of the response should be forwarded to that Member so that they were aware of the outcome. Julie agreed to establish whether the number and type of complaints received by Members could be obtained from the records so that this information could be included in Members' annual reports.

**RESOLVED that "Have Your Say" be added to the 2014  
Member Development Programme.**

**3. NOTES OF PREVIOUS MEETING**

- (a) The notes of the previous meeting held on 10th June, 2013 were agreed as a correct record.
- (b) Matters arising not included elsewhere on the Agenda:
- **Members' Annual reports** – 25 reports had been translated and a further 7 were being reviewed or checked with Members. The website was being upgraded and the reports would be uploaded as soon as possible.
  - **Personal Development Reviews [PDRs]** – 16 Members received senior salaries. Two PDRs had been undertaken during the pilot and 12 had now been completed. It was hoped that the remaining two would be completed by the end of the week. Development needs would be collated and used to inform the Member Development Programme or provide individual development.
  - **Protocol on the use of laptops** – nothing further to update.
  - **Recording of Members' attendance at development sessions on Trent** – officers had been working with the Trent team to ensure that our needs for recording members' attendance on an individual basis

and by specific committees could be achieved. Information on attendance at development sessions since May 2012 had been transferred to the system and was now being checked. Members would be advised when this work was complete and that they would be able to see their own development records.

It was noted that Members could attend courses run by the Leadership and Development Team and they were asked to feed back on the usefulness of these courses, so that other Members could be advised of this. In response to a question officers would check to see if training records could be shared across organisations such as the National Park.

#### **4. MEMBER DEVELOPMENT PROGRAMME 2013-2014**

The Working Group noted the dates for 2014 and agreed the programme and further topics for inclusion in the programme [copy of programme attached to the notes].

It was noted that ideas for development sessions were received from a range of sources including Members, Portfolio Holders, scrutiny committees, Heads of Service and in response to changes in national policy or legislation. Members discussed mandatory training and that further information on what was required for Members as a whole or for specific committees was required. Concerns raised by Members about travelling to County Hall were acknowledged and it was hoped that when the new equipment was installed in the Chamber, County Hall some sessions could be provided by video link to other offices in the County.

#### **RESOLVED that**

- 1. further information on what should be considered as mandatory training for Members as individuals and for specific committees would be collated for discussion**
- 2. Information would be sought from Members as to why they do not attend Member Development sessions.**

#### **5. THE WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

The Working Group considered the report regarding the Wales Charter for Member Support and Development [copy filed with the notes]. It was agreed that more work needed to be undertaken to embed all aspects of the Charter. It was noted that application for the “Advanced” Charter could be made at any time.

It was noted that the Charter states that Members should be provided with equipment to enable them to undertake their role. Members considered this was an important issue when discussing the issue of the provision of printers to members.

<b>Resolved:</b>	<b>Reason for Decision:</b>
<b>That the Member Development Working Group recommends to the Democratic Services Committee that</b>	<b>In order for the Council to retain the “Charter” level of the Wales Charter for Member Support and</b>

## **6. MEMBER DEVELOPMENT JOINT NETWORK 11<sup>TH</sup> SEPTEMBER, 2013**

The Working Group received a report from County Councillor T. Turner (Member Development Champion) and Wyn Richards (Scrutiny Manager).

The Working Group noted the following:

- Candidate survey – concerns had been expressed at the Network meeting that the survey should be undertaken with people who decided not to stand at elections.
- Town and Community Councils websites – grants had been paid to 80 of the 110 councils in Powys.

## **7. MEMBER DEVELOPMENT**

The Working Group received the evaluation summary forms for the following Member Development sessions:

- Violence & aggression and Personal Safety Register – 21<sup>st</sup> June, 2013
- Sustainable Development Bill – 21<sup>st</sup> June, 2013
- Treasury Management – 19<sup>th</sup> July, 2013
- Safeguarding and Level 1 Child Protection – 19<sup>th</sup> July, 2013
- Financial planning & budgeting - 13<sup>th</sup> September, 2013

Attendance at the Sustainability Day on 10<sup>th</sup> October, 2013 would be added to the Members' attendance records

The Work Programme would be updated and brought to the next meeting.

County Councillor Mrs S. Davies  
Chair