

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING  
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS  
ON 16<sup>TH</sup> JANUARY, 2014**

**PRESENT:** County Councillor T. Turner [Chair]  
County Councillors P.J. Ashton and D.O. Evans

**Officers in Attendance:** Carol Johnson (Democratic Services Officer) and  
Wyn Richards (Scrutiny Manager)

**1. APOLOGIES**

Apologies were received from County Councillor Mrs S.C. Davies and  
Stephen Boyd (Cabinet Manager).

It was noted that with the recent changes in the Cabinet, County  
Councillor S. Davies was now the Portfolio Holder, Corporate Delivery  
and automatically became a member of the Working Group.

**2. NOTES OF PREVIOUS MEETING**

(a) The notes of the previous meeting held on 16<sup>th</sup> October, 2013 were  
agreed as a correct record.

- (b) Matters arising not included elsewhere on the Agenda:
- Members' Annual Reports – 31 reports had been produced and  
were published on the respective Members' page on the Council  
website. An article about the production of the reports had also  
been included in the recent copy of "Red Kite". It was noted that an  
email would be sent to Members in respect of the production of their  
Annual reports for 2013-14.
  - Recording Members attendance at development sessions on Trent  
– the accuracy of the reports from the system was being tested and  
training was being undertaken by officers to input data.
  - Personal Development Reviews [PDRs] – 15 of the 16 Members in  
receipt of a Senior Salary had completed their PDRs. The  
information from the PDRs was being analysed to influence the  
development programme. Members of the new Cabinet would be  
offered PDRs after 3 months in post. All other Members would be  
offered PDRs.

**3. MANDATORY AND OTHER DEVELOPMENT**

The Working Group received draft details of Mandatory and other  
development.

The Group agreed that the distinction between mandatory development  
for all Members and mandatory development for specific Committees  
was important. It was noted that in addition to the Mandatory  
development an annual development programme would be provided. It  
was considered that continuous professional development should be  
considered by Members as part of their councillor role. The Working  
Group considered the referral to the Standards Committee of those  
Members that failed to attend mandatory development for all members  
and wondered what sanctions they could bring.

**RESOLVED to forward the report regarding Mandatory and other development to the Standards Committee for its consideration.**

**4. MEMBERS' NON ATTENDANCE AT MEMBER DEVELOPMENT SESSIONS**

The Working Group noted that the email regarding the non attendance of Members at Member development sessions had been sent to all Members. Seven responses had been received. It was noted that Members considered that the use of technology to enable remote attendance would be beneficial, so reducing the need to attend sessions at County Hall and also to enable Members to view sessions at a later date. Members considered that providing development in a variety of ways would meet Members' needs and web-based learning could support this.

Although Members were asked to complete an evaluation form after each session the Group considered that Members should be asked a few months after sessions what they had learnt and how they had used the information gained at the development session.

**5. APPOINTMENTS TO OUTSIDE BODIES**

The Working Group received the revised draft information regarding appointments to outside bodies which related to the process of appointments etc. in the Council. This information was supported by background information produced by the Welsh Local Government Association [WLGA] which was distributed at the meeting.

Members were advised that Members could use a form, if they wished, when they reported back from meetings of the organisations on which they sat. The Working Group noted that Councillors were appointed to a range of organisations and questioned whether all of these were still relevant and whether other organisations had become more important.

**RESOLVED that:**

- 1. The draft information and WLGA information be considered at the next meeting and**
- 2. Details of the outside organisations on which Members were appointed by the Council be reviewed, with any changes being recommended to the Democratic Services Committee.**

**6. WORK PROGRAMME**

The Working Group received and noted the updated Work Programme.

In respect of the Council's E-learning courses it was agreed that some of these may meet Members' mandatory development needs.

**RESOLVED that the Working Group reviews the E-learning courses and recommend their suitability for Members and**

**whether any adjustments should be made to meet Members needs.**

## **7. MEMBER DEVELOPMENT**

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

- Commissioning Model – 18<sup>th</sup> October, 2013
- Regeneration seminar – 20<sup>th</sup> June, 2013

The Working Group was advised that Sue Bolter, Head of Regeneration, Property & Commissioning had noted that there was an interest in having a seminar on tourism as a distinct sub-sector of the economy. This had been added to the Development Programme list.

Members discussed the content of the evaluation form used for development sessions.

**RESOLVED to review the evaluation form to consider whether questions regarding learning could be included.**

## **DATE OF NEXT MEETINGS**

The next meeting would be held on 27<sup>th</sup> February, 2014 at 10.00 a.m.

County Councillor T. Turner  
Chair