

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
THURSDAY 27TH FEBRUARY, 2014**

PRESENT: County Councillors P.J. Ashton and D.O. Evans

Officers in Attendance: Carol Johnson (Democratic Services Officer), Wyn Richards (Scrutiny Manager) and Shane Thomas (Member Support Manager).

1. APOLOGIES

Apologies were received from County Councillors Sandra C. Davies, S. Davies, P.E. Lewis and D.H. Williams who were all on other Council business. Apologies were also received from Stephen Boyd (Cabinet Manager).

2. NOTES OF PREVIOUS MEETING

- (a) The notes of the previous meeting held on 16th January, 2014 were agreed as a correct record.
- (b) Matters arising not included elsewhere on the Agenda:
 - i. Members' Annual Reports 2013-14 – an email had been sent to all Members asking them to confirm if they intended to write a report for 2013-14.
 - ii. Personal Development Reviews [PDRs] – information would be sent to all Members, not in receipt of a Senior Salary, offering them to undertake a PDR.

3. MANDATORY AND OTHER DEVELOPMENT

The Working Group received the minutes from the Standards Committee of 5th February, 2014 at which it considered the Working Group's draft details of Mandatory and other development.

The Working Group considered the Standards Committee's comments and agreed the following:

| Standards Committee's comments | Member Development Working Group's response |
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| Mandatory training should be kept to a minimum | No comment |
| Consideration should be given to using Governor training on Child Protection when Members are unable to attend the date for Member training on this issue | Using other sources of training will be considered. |
| The use of training sessions in neighbouring authorities should be considered for those Members unable to attend Powys County Council training where appropriate | Using other sources of training will be considered. |
| The training programme for new Councillors should be programmed | Agree the induction programme will be included in the Candidate pack, clearly |

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| in time to allow details to be included in candidate packs | stating that specific training must be completed prior to a new Councillor participating in their new role. |
| Consideration should be given to offering online training | The Member Development Working Group has included a review of online training available for staff in it's Work Programme. This will be to establish its relevance for Members and whether any changes are required to meet Members' needs. |
| <p>Different levels of attendance would be expected from different training offered – potentially:</p> <ul style="list-style-type: none"> • Mandatory – 100% • Recommended – 80% • Offered – at Members discretion <p>The levels of expected attendance needed further consideration including how closely it should match the level of attendance expected by Members monitored by Standards Committee (currently 60%)</p> | <p>Mandatory training – 100% - agree. The Council has already agreed that if this is not completed then the individual member cannot undertake their role on Committees etc.</p> <p>Recommended – 80% - the Working Group questioned this level. It was noted that the attendance at Committee meetings was set at 60%, even though this is where decisions are made. The National Park Authority has an attendance level of 75% for committees and development.</p> <p>Offered – the Working Group did not consider the need for a further category, as this would lead to confusion. Member development should be categorised as either Mandatory or Non-Mandatory.</p> <p>Resolved that The Working Group recommends to the Standards Committee that either</p> <ol style="list-style-type: none"> 1. Attendance at Committee meetings and Non-Mandatory development sessions should be 80% or 2. Attendance at Committee meetings and Non-Mandatory development sessions should be 70%. |
| Attendance at afternoon sessions could be encouraged by defining the morning and afternoon sessions separately and calculating attendance accordingly | Agreed |
| Attendance would be monitored by Standards Committee | Agreed |
| <p>Potential mandatory training</p> <ul style="list-style-type: none"> • Code of Conduct • Data Control • Corporate Parenting • Treasury Management (1 of 2 per annum) | Agreed plus the Mandatory development identified for specific Committees. |
| It was suggested that Members would not be able to sit on committees until they had undertaken the Code of Conduct training | Agreed |

4. APPOINTMENTS TO OUTSIDE BODIES

i. PCC information for Members' and the Welsh Local Government Association [WLGA] information sheets

The Working Group agreed the draft information.

ii. Appointments to outside bodies

The Working Group considered the list of outside bodies.

RESOLVED that:

- i. The appointment of members to outside bodies should be reviewed.**
- ii. Details of those appointments where feedback is required should be identified.**
- iii. Sports Management bodies and leisure centres should be deleted from this list. These should be added to a list of organisations which Members automatically take up as the local member.**

5. MEMBER DEVELOPMENT PROGRAMME

The Working Group agreed the draft programme for 2014.

RESOLVED to ask Group Leaders to ask their Groups for suggestions regarding future topics.

6. OTHER ISSUES

Security of information

Members raised concerns about the open access to the Members' Lounge and the recent information security breach.

RESOLVED that:

- i. Consideration should be given to putting secure doors on the Members' Lounge.**
- ii. The Confidential Waste Bin in the Members' Lounge should be moved to the Members' Support Unit.**
- iii. The Members' pigeon holes should be moved to the Members' Support Unit.**

DATE OF NEXT MEETING – 28th April, 2014