

## **NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON 10<sup>TH</sup> MARCH, 2015**

**PRESENT:** County Councillor Sandra C. Davies [Chair]  
County Councillors P.J. Ashton, L.V. Corfield, D.O. Evans and D.H. Williams

**Officers in Attendance:** Steve Boyd (Cabinet Manager), Carol Johnson (Democratic Services Officer), Clive Pinney (Solicitor to the Council), Wyn Richards (Head of Democratic Services) and Shane Thomas (Member Support Services Manager)

### **1. APOLOGIES**

Apologies were received from County Councillor P. Pritchard, Portfolio Holder HR and ICT who was on other Council business.

### **2. NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 16<sup>th</sup> January, 2015 were agreed as a correct record.

The following was noted:

**3. Mandatory development and non-mandatory development** – the child protection School Governor training was at Foundation Level 2 and was provided in June and July each year. Officers would check the content and whether attendance at this would meet the needs of councillor mandatory training.

**5. Member Support Officer Network** – the meeting had taken place in December 2014 rather than 2015. The All Wales Academy planned to produce a number of e-learning packages by the summer.

**6. Member development** – the Portfolio Holder and Head of Schools were considering whether a further session was required due to the negative feedback from Members.

The Working Group considered the next item.

### **4. MEMBERS' ANNUAL REPORTS**

The Working Group considered a template for Portfolio Holders' Annual Reports. This would ensure that the Council met the requirements in Section 5 of the Local Government (Wales) Measure 2011 and also enable Portfolio Holders adequate space to report on both their Portfolio activities and their ward activities.

The Working Group agreed the Portfolio Holder's Annual Report template.

### **3. MANDATORY DEVELOPMENT - MANAGING NON-ATTENDANCE**

The Working Group considered the "sanctions" for non-attendance at mandatory development sessions and received the views from the recent Standards Committee meeting.

The following was discussed:

- If sanctions were considered the Council would need to agree to delegate responsibility for these to the Standards Committee. A range of options could be introduced as “sanctions” with the final “sanction” being suspension.
- Mandatory sessions could be provided twice a year and the dates of these sessions would be included in the Council Diary.
- Officers would look at how sessions could be recorded and then provided as video-learning with a questionnaire attached to this. This would provide another opportunity for Members to complete the required training.
- It was considered that as Members were paid to undertake their role, attendance at mandatory development was part of their role and so they should attend.
- Those Members that fail to complete mandatory development should explain their non-attendance to the Standards Committee
- On appointment to the Council, Members sign an Acceptance of Office and Code of Conduct forms. The Working Group questioned whether Members should be required to sign a commitment to attend development sessions.

The Working Group agreed the following for recommendation to the Democratic Services Committee for recommendation to Council:

<b>Recommendation to the Democratic Services Committee:</b>	<b>Reason for Recommendation:</b>
<p><b>i. That Members attend at least 80% of the “non-mandatory development” sessions each year.</b></p> <p><b>ii. Where two topics/issues are covered in one day these will be recorded as two separate sessions. Development dates will be published in advance.</b></p> <p><b>iii. A report detailing attendance at “non-mandatory development” sessions will be made to Council on a six monthly basis. Group Leaders will be required to discuss low attendance with any of their Members.</b></p> <p><b>iv. Where attendance at “non-mandatory development” sessions is below 80%, the Member will be reported to the Standards Committee, which may ask them to account for non-attendance.</b></p> <p><b>The Council and the Standards Committee will however, take into account a Member’s individual circumstances when considering the above.</b></p>	<p><b>To support the continuous professional development of Members and encourage them to see this as part of their councillor role.</b></p>

The draft report for the Democratic Services Committee would be forwarded to Groups for discussion.

## **5. MEMBER SUPPORT OFFICER NETWORK**

The Head of Democratic Services reported on his recent meeting with the Chief Executive regarding the Member Development Programme. The current Programme was mainly delivering development in respect of knowledge and skills but there was a need to provide development to change behaviour and attitude. Members needed to be able to manage the major changes required over the next few years.

Officers would look at what development and support could be provided by other organisations. It was considered that development would initially be provided to Cabinet and then to Group Leaders and Members. It was noted that the draft Member Development Strategy would be updated to include reference to this and then circulated to Groups for discussion.

## **6. MEMBER DEVELOPMENT**

The Working Group received the summary evaluation form for the Member Development session on 13<sup>th</sup> February, 2015 regarding Adult and Child Protection. The Group noted the very positive feedback.

## **7. WORK PROGRAMME**

The Working Group noted the Work Programme.

Due to the Council meeting date being changed to on 23<sup>rd</sup> April, 2015 the next Democratic Services Committee would need to change. A provisional date of 15<sup>th</sup> April, 2015 was agreed subject to room availability.

County Councillor Sandra C. Davies  
Chair