

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING  
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON  
THURSDAY 13 JANUARY, 2011**

**PRESENT:** County Councillor Mrs S.C. Davies [Chair]  
County Councillors P.J. Ashton, S.M. Hayes, E.A. Jones, Miss S.J. Millington  
and G.W. Ratcliffe

**Officers in Attendance:** Stephen Boyd (Board Business Manager), Carol Johnson (Committee Clerk) and Wyn Richards (Scrutiny Services Manager).

Apologies were received from Shane Thomas (Member Support Manager).

**1. NOTES OF PREVIOUS MEETING**

- (a) The notes of the previous meeting held on 11 November, 2010 were agreed as a correct record.
- (b) Matters arising not included elsewhere on the Agenda.
- Implications of an adverse CRB check for a newly appointed councillor – Carol Johnson advised that on checking this letter had not been sent. The letter would now be sent to the First Minister.
  - Draft member role profile, person specification and competencies relating to Executive Members – these had been forwarded to the political groups. It was agreed that a reminder email would be sent to the political group secretaries.

**2. MEMBER SUPPORT**

As Shane Thomas was unavailable it was not possible to discuss this item in detail. It was noted that needs of the new Executive system would need to be addressed. ***Agreed to discuss Member Support at the next meeting.***

**3. CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

The draft report restated the Council's commitment to seeking Charter status. ***Agreed the draft report.***

**4. ATTENDANCE BY MEMBERS AT EXTERNAL TRAINING SESSIONS**

The Group was advised that there was currently no system for advising Members of courses or for agreeing their attendance at courses. It was noted that two Members attend the Leadership Academy each year and can then also attend follow up Master classes.

The Group discussed the need to ensure that courses promoted to Members were of good quality and relevant. In addition those attending should report back to the Working Group on the value of the course and as appropriate share the knowledge and information gained with other Members. ***Agreed that:***

- i) ***Courses are assessed and those considered as being of potential value be promoted to Members***
- ii) ***The two Portfolio Holders on the Member Development Working Group consider applications for attendance at courses***
- iii) ***Approval of attendance at courses should be published as a Corporate Governance Portfolio Holder decision***
- iv) ***Members attending courses etc should feedback to the Member Development Working Group and information gained should be shared with all Members***
- v) ***County Councillor G.W. Ratcliffe and Carol Johnson draft a paper on the process for the next meeting.***

## **5. WORKSTREAM LEADS**

The Working Group noted the Workstream Member Leads and agreed the following:

- Member Development Programme – County Councillors Miss S.J. Millington and G.W. Ratcliffe
- Member Support Services and Member Facilities – County Councillor S.M. Hayes
- Personal Development Reviews [PDRs] – County Councillor E.A. Jones

It was noted that the work on developing the PDR pilot was required. ***Agreed to invite Powys Councillors on the Brecon Beacons National Park Authority to the next meeting to discuss how PDRs were introduced in the Park and their experiences.***

## **6. MEMBER SUPPORT AND DEVELOPMENT CONFERENCE – 26 NOVEMBER, 2010**

County Councillor S.M. Hayes and Carol Johnson attended the Conference. Both expressed their disappointment with the content of the event, which had little focus on Member development and support. The Working Group noted that this view was reported to the Member Support Officer Network meeting in December.

The one relevant presentation was on the use of Social Media by Councillors. It was noted that this would be useful information when developing a policy for Members.

## **7. MEMBER DEVELOPMENT PROGRAMME**

The programme for the 1<sup>st</sup> quarter of 2011 was noted. Members asked that development relating to the new Executive system be added into the programme. A range of topics and also delivery styles should be provided.

***Agreed that the Workstream Leads review the previous Member development programmes and draft a programme identifying mandatory and discretionary development.***

## 8. Work Programme January 2011

The Work Programme was noted:

### Work in progress:

- Membership of outside bodies – WLGA leaflet and toolkit on Members appointment to outside bodies – draft guidance with Janet Kealey for comment

### Work to be undertaken:

- Development of a Protocol for using Social Media – Saira Tamboo to draft
- Review of the 2008 Induction Pack and programme for the 2012 election – Steve Boyd to lead

The development of a template for Members' Annual reports was added to the Work Programme.

## 9. Date of next meetings

The following dates were agreed:

- Friday 25 February 10.00 a.m. Video Conference Room
- Friday 8 April 10.00 a.m. 2<sup>nd</sup> Floor Conference Room

Provisional dates for the rest of the year were noted:

- Thursday 19 May, 2.00 p.m. 2<sup>nd</sup> Floor Conference Room
- Friday 24 June, 10.00 a.m. Committee Room A
- Thursday 1 September, 2.00 p.m. Committee Room A
- Thursday 13 October, 10.00 a.m. Committee Room A
- Friday 25 November, 10.00 a.m. Video Conference Room

***Agreed to invite the shadow Executive Portfolio Holders for Corporate Governance & Assets and Resources, Workforce & Housing to the next meeting.***

County Councillor Mrs S.C. Davies  
Chair

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING  
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON  
FRIDAY 11 MARCH, 2011**

**PRESENT:** County Councillor Mrs S.C. Davies [Chair]  
County Councillors E.A. Jones Mrs M. Morris

**Officers in Attendance:** Stephen Boyd (Board Business Manager), Jenny Futchter, Members Secretary, Lisa Griffiths, Organisational Development Manager, Carol Johnson (Committee Clerk), Wyn Richards (Scrutiny Services Manager) and Shane Thomas (Member Support Manager).

**1. APOLOGIES**

Apologies were received from County Councillors P.J. Ashton, S.M. Hayes, Miss S.J. Millington and G.W. Ratcliffe. In addition apologies were also received from the shadow Portfolio Holders County Councillors Mrs K.M. Roberts-Jones and A. Thomas.

The Chair agreed to take Item 6 first.

**6. PERSONAL DEVELOPMENT REVIEWS [PDRs]**

The Chair welcomed County Councillors M.J. Jones and K. Pathak to the meeting, in their capacity as members of the Brecon Beacons National Park Authority [BBNPA] which had successfully introduced Personal Development Interviews. Their views on this process were sought and in addition the Working Group received written comments from County Councillor Mrs K. Silk, BBNPA who was unable to attend the meeting.

It was noted that in the BBNPA interviews were undertaken by the Chairmen of Committees or Chair/Vice Chair of the Authority. It was acknowledged that the process was easier to manage with a small membership, as in the Park Authority. The information on the training needs of Members was used to develop the Park's Member Development Programme.

The Working Group noted it had previously agreed to undertake a PDR pilot and that initially PDRs would be undertaken with those Members in receipt of Special Responsibility Allowances [SRAs].

**Agreed to:**

- 1. Write to the Political Groups seeking nominations of Members to be involved in the pilot as interviewers and interviewees and**
- 2. Arrange training for the participants in the pilot, with input from HR and the Welsh Local Government Association [WLGA].**

The Chair thanked the Members from the BBNPA for attending the meeting and for their views.

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

- (a) The notes of the previous meeting held on 13 January, 2011 were agreed as a correct record.
- (b) Matters arising not included elsewhere on the Agenda:
  - Member Development Programme – information regarding the past programme was being collated and Heads of Service had been asked to identify issues that needed to be included in future programmes.

## **3. IMPLICATIONS OF AN ADVERSE CRB CHECK ON NEWLY APPOINTED COUNCILLORS**

The Working Group noted the response from the First Minister regarding the implications of an adverse CRB check on newly appointed Councillors [copy filed with the minutes]. This issue was raised at the recent Member Champion and Member Support Officer Network meeting. The WLGA agreed to check with all authorities what CAB checks they undertook and this would influence the information included in the information for candidates.

## **4. MEMBER SUPPORT**

Shane Thomas advised that he had asked the political groups what support councillors required. It was noted that all parties should be treated equally and that officers should not be seen to act as political assistants.

Shane Thomas advised that he had contacted Karyl Selby, Democratic Services Manager, Rhondda Cynon Taff [RTC] Borough Council. This Authority was awarded the Advanced Member Development Charter last year. The latter was happy to meet with representatives of the Working Group to look at the accommodation and support RTC provided members and also to discuss Member Development.

To assist Members it had been identified that pictures of the Management Team and Heads of Service should be produced.

### **Agreed to :**

- 1. Visit Rhondda Cynon Taff Borough Council to discuss Member Development and Support – County Councillor Mrs K. Roberts-Jones, Shane Thomas and Wyn Richards to participate.**
- 2. Produce pictures of Strategic Directors and Heads of Services with details of PAs to be added to the Members Portal**
- 3. Produce information on the roles of Strategic Directors and Heads of Services to be included in the Members' Induction pack for 2012.**

## **5. MEMBER ROLE PROFILES, PERSON SPECIFICATIONS AND COMPETENCIES RELATING TO EXECUTIVE SYSTEM**

It was noted that the political groups were happy with the drafts. This information had been included in the revised draft Constitution which was currently being considered by the political groups. The new Constitution would be considered by Council on 28 April, 2011.

## **7. ATTENDANCE BY MEMBERS AT EXTERNAL TRAINING SESSIONS**

The Group received a paper on the draft approval process for Members' attendance at external training sessions and external courses produced by County Councillor G.W. Ratcliffe and officers. Members asked how other authorities approved attendance.

**Agreed to establish how other authorities approved members' attendance at external training etc.**

## **7. MEMBER DEVELOPMENT PROGRAMME**

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

- Renewable Energies 21 January, 2011
- Waste Management 23 February, 2011

The Working Group noted the positive comments regarding each session. In response to a comment regarding the poor attendance Members noted that the attendance rates of 54% and 50% respectively were very good. The evaluation summaries had been emailed to the lead officers to follow up any issues relating to the specific topics and issues regarding the management of the sessions had also been addressed.

**Agreed to**

- 1. Forward evaluation summaries to the relevant Portfolio Holders for information**
- 2. Add Lone working/violence and aggression to the Member Development Programme possibly in July 2011.**

## **9. MEMBERS' ANNUAL REPORTS**

The Working Group received a report on the proposed Members' Annual Reports recommended by the Independent Remuneration Panel for Wales and included in the Local Government Measure. At the recent Member Champion and Member Support Officer Network meeting Frank Cuthbert, Head of Local Government Democracy, Welsh Assembly Government advised that once the Measure had been passed guidance would be produced regarding the type of reports required.

Members considered that a template was needed and that reports should be limited to two pages.

**Agreed to wait for the national guidance regarding Members' Annual Reports.**

**10. DATE OF NEXT MEETINGS**

The next meeting would be on Friday 8 April 10.00 a.m. 2<sup>nd</sup> Floor Conference Room.

Provisional dates for the rest of the year were noted:

- Thursday 19 May, 2.00 p.m. 2<sup>nd</sup> Floor Conference Room
- Friday 24 June, 10.00 a.m. Committee Room A
- Thursday 1 September, 2.00 p.m. Committee Room A
- Thursday 13 October, 10.00 a.m. Committee Room A
- Friday 25 November, 10.00 a.m. Video Conference Room

County Councillor Mrs S.C. Davies  
Chair