

## Democratic Services Committee

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Meeting Venue  
**Council Chamber - County Hall,  
Llandrindod Wells, Powys**

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Meeting date  
**Monday, 21 January 2019**

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Meeting time  
**10.00 am**

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For further information please contact  
**Carol Johnson**  
01597 826206  
carol.johnson@powys.gov.uk



County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

15 January, 2019

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Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod.  
Rhowch wybod pa iaith rydych am ei defnyddio erbyn hanner dydd, ddau ddiwrnod  
gwaith cyn y cyfarfod.  
You are welcome to speak Welsh or English in the meeting.  
Please inform us of which language you wish to use by noon, two working days  
before the meeting.

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### AGENDA

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
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To receive apologies for absence.

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING</b>
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To authorise the Chair to sign the minutes of the meeting held on 14 November,  
2018 as a correct record.  
(Pages 5 - 12)

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
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To receive and consider declarations of interests from Members relating to items to  
be considered on the agenda.

<b>4.</b>	<b>REVIEW OF PUBLIC PARTICIPATION AT COUNCIL MEETINGS</b>
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To consider the review of the Public Participation at Council meetings and make  
recommendations to Full Council.  
(Pages 13 - 22)

<b>5.</b>	<b>MEMBER DEVELOPMENT WORKING GROUP [MDWG]</b>
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**5.1. Mentoring Scheme**

To agree the Mentoring Scheme reviewed by the MDWG.  
(Pages 23 - 44)

**5.2. Mandatory Development**

To consider mandatory development in respect of corporate safety and corporate parenting.  
(Pages 45 - 54)

**5.3. Member development Working group minutes**

To receive the notes of the meeting held on 26 November, 2018.  
(Pages 55 - 58)

<b>6.</b>	<b>MEMBERS' FACILITIES IN COUNTY HALL</b>
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To note the current review of facilities in County Hall and ensure that Members are involved in any discussions regarding future facilities for Members.

<b>7.</b>	<b>APPRAISAL OF COMMITTEE CHAIRS' EFFECTIVENESS - PILOT</b>
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To consider a recommendation from the Scrutiny Development Board.  
(Pages 59 - 64)

<b>8.</b>	<b>CONSTITUTION</b>
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To consider revisions to the following Section 27: Protocol on Civic and Executive Matters of the Constitution.  
(Pages 65 - 70)

<b>9.</b>	<b>DEMOCRACY WORKING GROUP</b>
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To consider the vacancy on the Working Group and whether Members, who are not on the Democratic Services Committee, can be co-opted to the Working Group, where they have an interest in the work being undertaken.

<b>10.</b>	<b>REVIEW OF SENIOR SALARIES</b>
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The Leaders of the Political Groups have asked that a review be undertaken, prior to the Annual Council meeting in May, of the Senior Salaries being paid. The Committee is asked to establish a Working Group to undertake this review.

<b>11.</b>	<b>WORK PROGRAMME</b>
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To note the Work Programme.  
(Pages 71 - 72)

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**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD  
AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON  
WEDNESDAY, 14 NOVEMBER 2018**

**PRESENT**

County Councillor M J Dorrance (Chair)

County Councillors L V Corfield, D Rowlands, J Charlton, D E Davies, D O Evans,  
D Jones-Poston, D R Price, K S Silk and R Williams

County Councillor J Evans, Portfolio Holder Corporate Governance, Housing and  
Public Protection.

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
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Apologies for absence were received from County Councillor G Breeze.

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING</b>
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The Chair was authorised to sign the minutes of the meeting held on 9 July, 2018  
as a correct record.

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
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There were no declarations of interest.

<b>4.</b>	<b>SCRUTINY COMMITTEE STRUCTURE</b>
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This Committee considered the recommendations of the Scrutiny Development  
Board relating to a revised scrutiny committee structure.

**Audit Committee**

The Committee noted that it was recommended that the Audit Committee should  
undertake regulatory functions only and no longer have a scrutiny function.

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<b>i. that the Audit Committee should undertake statutory regulatory functions only, and that the scrutiny functions be transferred one of the new scrutiny committees. (See Appendix 2 – Column 4 for the amended Terms of Reference).</b>	<b>To review the scrutiny committee structure.</b>

The Committee considered the Committee size and it was noted that the Scrutiny  
Development Board had recommended that the membership be reduced from 21  
to 9 plus the Lay / Independent Member(s). The Board had considered that this  
would encourage only those Members with an interest being involved in the  
Committee and would enable them to develop and gain expertise. It was

acknowledged that in some cases Members are put on Committees to fill places but with reducing the opportunities for membership some backbenchers may not be involved on any committees. It was noted that it was proposed that working groups would be established for Scrutiny Committees to undertake specific pieces of work and Members, if not on the Scrutiny Committee, could be co-opted to these.

It was proposed and duly seconded that the Committee be comprised of 9 Members on a politically balanced basis (plus the Lay / Independent Member(s)). An amendment was moved and duly seconded that the Committee be comprised of 14 Members on a politically balanced basis (plus the Lay / Independent Member(s)).

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<b>ii. that the Committee be comprised of 14 Members on a politically balanced basis (plus the Lay / Independent Member(s)).</b>	<b>To review the scrutiny committee structure.</b>

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<b>iii. that the Committee determines its own schedule of meetings (approximately 6 per year).</b>	<b>To review the scrutiny committee structure.</b>
<b>iv. that in principle, meetings of the Audit Committee should be webcast, subject to a review of the financial implications of webcasting additional meetings.</b>	<b>To review the scrutiny committee structure.</b>

### **Finance Scrutiny Panel**

The Committee noted that it was recommended that the Finance Scrutiny Panel should undertake a strategic role.

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<b>i. that the Finance Scrutiny Panel be retained but that it be renamed Finance Panel (“FP”).</b>	<b>To review the scrutiny committee structure.</b>
<b>ii. that the Terms of Reference be amended to reflect that the Panel scrutinise strategic financial issues only i.e. MTFs, development of the overall Council budget,</b>	

<p><b>budget out-turn, rather than service specific financial issues which would be within the remit of individual scrutiny committees. (See Appendix 3 for the amended Terms of Reference).</b></p> <p><b>iii. that the composition of the FP remains as at present (i.e. not politically balanced) with the addition of the Portfolio Holder for Finance as a member of the Panel. (See Appendix 3 – amended Terms of Reference)</b></p> <p><b>iv. that the Terms of Reference be amended to reflect that the Panel will appoint its Chair from its Membership. (See Appendix 3 – amended Terms of Reference)</b></p> <p><b>v. that meetings of the FP be held in public wherever possible except where confidential matters are to be discussed.</b></p> <p><b>vi. that the Chair of the FP would not be a remunerated role.</b></p>	
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### **Scrutiny Committees**

The Committee noted that the proposed structure was based on Vision 2025.

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<p><b>i. That the Council establish the 3 scrutiny committees (excluding Audit) based on Vision 2025 as set out below, but amended to move the “governance” functions currently undertaken by Audit (See Appendix 2)</b></p> <ul style="list-style-type: none"> <li><b>• Economy, Residents, Community and Governance Committee</b></li> <li><b>• Health and Care Committee</b></li> <li><b>• Learning, Skills and Culture Committee.</b></li> </ul>	<p><b>To review the scrutiny committee structure.</b></p>

The Committee considered the size of the Committees.

It was duly moved and seconded that the committees size should be a maximum of 14 [inclusive of statutory co-opted members] and that that the Councillor membership should be based on a politically balanced basis.

Recommendation to the Full Council	Reason for recommendation
<p><b>ii. the committees size should be a maximum of 14 [inclusive of statutory co-opted members] and that that the Councillor membership should be based on a politically balanced basis.</b></p>	<p><b>To review the scrutiny committee structure.</b></p>

Prior to considering the frequency of scrutiny committee meetings the Committee considered the proposal to establish Working Groups.

### **Working Groups**

The Committee noted the proposal was that the Co-Ordinating Committee would establish time limited Working Groups to consider specific pieces of work. Officers advised that evidence from across Wales indicated that the best scrutiny takes place in smaller working groups rather than large committees.

Recommendation to the Full Council	Reason for recommendation
<p><b>(iii) that Working Groups (including cross-cutting groups) should be established as and when required by the Co-Ordinating Committee (see below) only and any requests from Committees to establish Working Groups would need to be considered by the Co-Ordinating Committee together with a justification for establishing that group</b></p> <p><b>(iv) that the reports of Working Groups be referred to the Co-Ordinating Committee for approval prior to submission to the Cabinet (if appropriate)</b></p> <p><b>(v) that Working Groups should comprise a maximum of 4 or 5 members on a non-political basis</b></p>	<p><b>To review the scrutiny committee structure.</b></p>

<p><b>(vi) that up to 2 Members who are not on a Scrutiny Committee but who have a particular skill or expressed an interest in any Working Group subject can participate in Working Groups</b></p> <p><b>(vii) that there should not be more than 2 Working Groups held per committee in a 6 weekly committee cycle</b></p> <p><b>(viii) that the Chairs of Scrutiny Committees are required to attend all Working Groups for their respective Committees, but do not have to Chair the Working Groups with another Member leading the group to allow for development of individual members. Where a cross cutting Working Group is established, the Chairs from all the Committees involved will participate in the Working Group.</b></p>	
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In respect of the involvement of Member Champions it was moved and duly seconded to amend the wording to that Member Champions could assist scrutiny working groups but not be formal members of those groups, if not already a member of the Working Group.

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<p><b>(i) that Cabinet Members should not be members of Scrutiny Working Groups.</b></p> <p><b>(ii) that Member Champions could assist Scrutiny Working Groups but not be formal members of those groups, if not already a member of the Working Group.</b></p>	<p><b>To review the scrutiny committee structure.</b></p>

The Committee then returned to consider the other issues relating to Scrutiny Committees.

## Scrutiny Committees

Recommendation to the Full Council	Reason for recommendation
<p>(iii) that meetings of the committee be held on a 6 weekly basis</p> <p>(iv) that meetings of committees be held in public (unless required to move into confidential session) and that the Council moves to webcast those committee meetings, subject to a review of the financial implications of webcasting additional meetings</p> <p>(v) that the Terms of Reference of each committee include Vision 2025 responsibilities, relevant service areas, as well as partnerships to be scrutinised e.g. Brecon Beacons National Park, ERW, RPB.</p>	<p>To review the scrutiny committee structure.</p>

## Co-Ordinating Committee

Recommendation to the Full Council	Reason for recommendation
<p>(i) that the Co-Ordinating Committee determine the Forward Work Programme for scrutiny as well as reports from Working Groups prior to submission to the Cabinet</p> <p>(ii) that the Committee does not undertake any “corporate” scrutiny functions and that these functions be transferred to the Economy, Residents, Community and Governance Committee</p> <p>(iii) that the Committee determines whether items should be considered by a committee or working group as well as the focus of the review to be undertaken.</p>	<p>To review the scrutiny committee structure.</p>

<b>Recommendation to the Full Council</b>	<b>Reason for recommendation</b>
<b>(i) that the proposals as amended above be approved</b> <b>(ii) that a review of the new structure be undertaken in 6 or 12 months following implementation.</b>	<b>To review the scrutiny committee structure.</b>

**County Councillor M J Dorrance (Chair)**

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**CYNGOR SIR POWYS COUNTY COUNCIL.**

**Democratic Services Committee  
21 January, 2019**

**REPORT BY: Head of Democratic Services**

**SUBJECT: Review of Public Participation at Council Meetings**

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**REPORT FOR: Decision**

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## **1. Introduction**

- 1.1 As a result of a motion and debate at Council on 20th January 2016, the Democratic Services Committee [DSC] reviewed ways in which public participation operated in Authorities across Wales and developed a protocol and guidance for public participation at Council meetings. A pilot was undertaken at the Council meeting on 23rd January, 2017.
- 1.2 The DSC reviewed this pilot at its meeting on 3rd July, 2017 and the Council on 13 July, 2017 agreed the revised protocol and resolved:  
that Public Participation at Council meetings be implemented for a year and that it be reviewed by the Democratic Services Committee after this period.

## **2 Review of the Public Participation at Council Meetings**

- 2.1 A schedule of Council dates and dates for the submission of questions was developed. Participation was promoted on the “carousel” [front page] on the Council website, via press releases and on a regular basis on social media, during the month running up to the closing date for the submission of questions. An example of a press release is provided in Appendix 1. Questions could be submitted via the dedicated email address [publicq2council.go.uk](mailto:publicq2council.go.uk) or by letter.
- 2.2 Appendix 2 provides details of the number of questions received for each meeting and associated information. The members of the public, who have participated, have been asked for their comments on the scheme and a summary of their feedback is provided in Appendix 3.
- 2.3 Public Participation at Council Meetings was supported by the those who responded to the questionnaire. Comments were however made that the process for participation needs to be as simple as possible to enable the public to be involved. If it is agreed that participation should continue, officers will review the information relating to the scheme and the process.
- 2.4 Comments were also made regarding the fact that the views of the public need to be taken seriously. Many of the questions relate to issues that people

feel strongly about and are seeking another means of redress so these comments are not surprising. This is not an issue that can be addressed by the scheme itself as the Council will not often be in a position to tell people what they want to hear.

<b>Recommended to Full Council that:</b>	<b>Reason for Recommendation:</b>
<ol style="list-style-type: none"> <li><b>1. the Public Participation in Council meetings continues,</b></li> <li><b>2. that officers review the information relating to the scheme and the process for involvement and</b></li> <li><b>3. that the Democratic Services Committee monitors the use of the scheme on an ongoing basis and undertake reviews, as required.</b></li> </ol>	<p><b>To provide the public with an opportunity to put questions to Council.</b></p>

<b>Person(s) To Action Decision:</b>	<b>Solicitor to the Council</b>		
<b>Date By When Decision To Be Actioned:</b>			
<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>
<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Wyn Richards Scrutiny Manager and Head of Democratic Services	01597 826375	01597 826220	wyn.richards@powys.gov. uk

## **Immediate Release**

### **Public Participation at Council meetings**

Powys residents will be able to ask questions in next month's county council meeting as part of a public participation initiative.

Following a successful public trial last year when members of the public were allowed to ask question at full council, the authority provides a 20 minute at the start of all sessions for public questions.

The next meeting of full council will be on Thursday March 8 and question need to be submitted by 5pm on Wednesday February 21 to be considered.

Questions must relate to Powys and/or the services the council provides. If accepted by the Chair of Council they will be added to the Council Agenda in the order in which they are received.

Anyone interested in submitting a question should visit the council's website [www.powys.gov.uk](http://www.powys.gov.uk) for more information.

ENDS

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Council meeting	Number of questions submitted within timescale	Questions asked by Email or Letter?	Number of questions received in Welsh	How many Attended?	Portfolio Holder?	Issues?	Supplementary Questions Asked?	Number of questions submitted outside timescale	Question added to next agenda?
Oct-17	2	All email	0	1	Housing & Countryside; Regeneration & Planning	Housing Developments at Newtown Allotments; Local Development Plan	1	1	Yes
Jan-18	4	All email	0	2	Property & Waste x2; Leader x2	Bulky Waste/Recycling; Childrens Services x2; Disposal of Plastic	2	0	N/A
Jul-18	2	Email & letter	0	1	Finance, Countryside & Transport x2	Rights of Way Delivery Plan; Signposting of Public Paths	2	0	N/A
Oct-18	5	All email	1	3	Young People & Culture; Learning and Welsh Language x2; Highways, Recycling & Assets x2	Welshpool Library; North Powys Schools; Home-to-School Transport; Transfer of Assets; Recycling Plant Fire Risk	2	0	N/A

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**Public Participation at Council meetings – summary of responses from participants - 4 questionnaires returned**

As this is a new process for the Council, we would be grateful if you could answer the following questions, which will help us to review the process

1. From which of the following sources did you find out that the Council was inviting members of the public to submit questions to Council meetings?	
Council’s website	2
Council’s Facebook page	
Council’s Twitter page	
Local press	1
Word of mouth	1
Other [please state]	

2. The Guide to Public Participation at Council meetings and the Protocol - Public Participation at Council meetings are available on the Council website - <http://powys.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD672&ID=672&RPID=523659>

**2.1 – Was The Guide to Public Participation at Council meetings easy to understand?**

**Yes - 2**

**No - 1**

**No answer – 1 did not consult these**

**If No please provide comments as to how this could be improved:**

- There was no advertised link to either the guide or how to submit questions. I had to search various parts of the council’s website and externally to find an email address that might work.

**2.2 – Was the Protocol - Public Participation at Council meetings easy to understand?**

**Yes – 2**

**No –**

**No answer – 1 did not consult these**

**Comment:**

- Communication with Steven Boyd and his careful preparation were excellent
- See 2.1 above – I did not find the Protocol prior to submission.

**3. How did you submit a question?**

By the email address - [publicquestions@powys.gov.uk](mailto:publicquestions@powys.gov.uk)

3

By post

**4. When you submitted a question, were the responses back to you helpful?**

**Yes - 2**

**No - 2**

**If No, please provide comments regarding what information would have been more helpful:**

- The reply only reiterated what we already know.
- No, I got the answer I expected I would. I did not feel that it was taken seriously, just batted back.
- It would have been helpful to know on what criteria are used to select questions. This may have been in the Guide/Protocol, but I was not directed to those.

**5. When you were advised that your question had been accepted for the Council Agenda, was the information sent to you about attending the meeting to ask a supplementary question or about how to submit a supplementary question, where you could not attend the meeting, helpful?**

**Yes – 4**

**No -**

**If No, please provide comments:**

**6. Please take this opportunity to provide any further comments on the process the Council is using for Public Participation.**

[Please do not include comments about the responses received to the questions you submitted or submit any further questions].

- This does engage members of the public.
- I feel there needs to be a genuine desire to change things as a result of questions being asked, or at least put in train an investigation or

process. The Public Participation Scheme needs to be kept as simple as possible or people won't get involved. My question appeared as a 'letter' on the MyWelshpool Website, along with the reply from Phyl Davies. How did this happen?

- I was quite happy with the assistance I received to help me submit a written question and the oral supplementary question I asked when I attended the meeting.
- Public participation enhances democracy, but the Council need to make it much easier and clearer how to access the relevant information.

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# 5.1

## CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee  
21 January, 2019

**REPORT BY:** Head of Democratic Services

**SUBJECT:** Mentoring Scheme

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**REPORT FOR:** Decision

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1. The Member Development Working Group has considered the revised “Framework for Member mentoring”. Minor changes have been made to the Framework previously agreed by Full Council in April 2010, to improve its readability. The following addition has been made “A review will be undertaken of the mentoring scheme one year after its implementation. The evaluation will be considered by the Democratic Services Committee.”
2. Once the revised Framework has been agreed the scheme would be promoted with Members and training and supported will be provided as required.

<b>RECOMMENDED TO FULL COUNCIL THAT</b>	<b>Reason for Recommendation:</b>
<b>1. The revised “Framework for Member mentoring” be approved and 2. the scheme be promoted with Members and training and support be provided as required and 3. the Democratic Services Committee reviews the scheme one year after its implementation.</b>	<b>To support Members in their current and future roles.</b>

Contact Officer Name:	Tel:	Email:
Wyn Richards, Head of Democratic Services	01597 826375	Wyn.richards@powys.gov.uk

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**CYNGOR SIR *POWYS* COUNTY COUNCIL**

**FRAMEWORK FOR MEMBER  
MENTORING.**

Approved by Powys County Council xx

## **Introduction**

The role of the elected member is a complex and challenging one. All members, from the newly elected to the more senior and experienced, can benefit from support and development in reacting to new or personally challenging situations.

Members in Powys County Council [PCC] are provided with a range of essential support and development activities, but these cannot always cater for some of their individual and immediate needs. Mentoring is another approach that members have for development which can meet these needs from time to time.

PCC is committed to support members in their mentoring activities by offering the support outlined below.

## **What is Mentoring?**

Mentoring is a confidential relationship where a mentee works with a mentor to explore issues or situations where they need support or development. The mentee sets the agenda and takes responsibility for their learning within the relationship. The mentor helps the mentee to learn through asking questions and sharing their experience without being too directive, and enables the mentee, through discussion, to learn new information, or discover their own solutions to challenging situations.

The following are examples of when members could find mentoring useful:

- as a new member getting to “know the ropes”, coping with time management, workload challenges or understanding political and officer relationships;
- as an existing member taking on a new role such as that of leader, chair, portfolio holder or champion;
- when facing a particular political, community or leadership challenge;
- when needing to build new skills such as community engagement or media relations;
- when considering a change of role or wishing to advance in a political career.

## **What Is Not Included**

- Support that would otherwise be provided by means of the individuals own political group, including national support which political parties provide to political groups.
- Questions relating to or affecting a political group’s view / position relating to a matter which the mentee should be asked to refer to his / her political group leader.

## **The Authority’s Approach to Mentoring**

The Authority will provide support for any member wishing to act as a mentor or be mentored by colleagues by:

- arranging for training to be provided to potential mentors
- providing basic written guidance on mentoring techniques to mentors
- providing information on how to make the most of mentoring opportunities to mentees
- finding suitable mentors from within or if necessary outside the authority for members as available
- providing mentors with ongoing support and training as required

## **Training**

All members acting as mentors will be provided with some basic training in the techniques and personal style required to be a mentor. This basic training will be facilitated by the Welsh Local Government Association [WLGA]. Councillors who have been mentors in the past or who are currently mentors in other areas of their working lives, will be expected to attend this training, as their experiences will be of value to those who are becoming mentors for the first time.

The training will not include guidance on the “messages” to be given to mentees as this relies on the personal experience and expertise of the member mentor.

## **Guidance**

The Authority will use the WLGA’s “Guidance for Member Mentors”

## **Matching Mentors with Mentees**

The Authority will maintain a record of members who are willing to act as mentors. If members require help with finding a mentor, officers will facilitate the matching based on the needs of mentees based on, for example, gender, role and experience.

## **On-going Support and Training**

Members acting as mentors may find they need guidance in their role. Guidance will be providing by officers in the Council but if required, due to the confidential nature of the mentoring relationship, support will be sourced externally using member mentors from other authorities. The Council will seek the assistance of the WLGA, if required.

## **Evaluation of the mentoring process**

A review will be undertaken of the mentoring scheme one year after its implementation. The evaluation will be considered by the Democratic Services Committee.

## **Utilising mentors in future councils**

Members who have been trained as mentors and who do not seek re-election in 2022 should be asked if they would be prepared to act for a period of up to 12 months as mentors for new Members of the Council, thus providing initial support for those Members. This would provide those new Members with experienced support in “learning the ropes”, as well as the Council not losing the investment which it had made in those former councillors acting as mentors.

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# Guidance for Member Mentors



WLGA • CLILC



This guidance has been prepared for members intending to act as mentors for newly elected or less experienced member colleagues.

It is intended to be a short, informal, practical tool to support members who have received training, in their mentoring practice.

It is part of the support and guidance offered by the Welsh Local Government Association to authorities who are developing local strategies for member mentoring. It has been created within the context of the Welsh Strategy for Member mentoring and alongside the Model Local Authority Mentoring Strategy.

Development workshops based on this guidance are available from the Association for members on request.

We would like to thank members for their observations which have informed the guidance, and for "road testing" it. We are also grateful to officers from the Member Support Officer Network who have contributed examples from their own guidance, Carol O'Donnel from the LGIU, and the LGIU, IDeA and APSE for the tools provided from their Mentoring Handbook.

For further information contact

Sarah Titcombe, Organisational and Personal Development Advisor, WLGA tel 02920 468638  
sarah.titcombe@wlga.gov.uk

# Guidance for Member Mentors

## 1. What is mentoring?

Mentoring is a voluntary, confidential, one to one relationship in which an individual uses a more experienced or more senior person as a sounding board for guidance. It enables the mentee to “grow” in their role in skills, knowledge, understanding and behaviour. It can be a medium, long term or ongoing relationship. It is not a prescriptive or directive relationship but rather one which allows the mentee to find their own way, assisted by the mentor.

## 2. What does a mentor do?

As a mentor you will form a voluntary, confidential, one to one relationship with someone who is less experienced than yourself. This person will seek to use you, your skills, knowledge and experience as a guide and support for their personal and professional development and a sounding board for their ideas and approaches.

The agenda for your discussions will be primarily set by your mentee although you may need to guide them in clarifying their goals for what they hope to achieve from the relationship. Typically you might discuss:

- Working within the organisation: I'm new to the authority how does it all work here?
- A new role: I'm a new Scrutiny Chair, can you help me understand the role?
- Career development: Where do I go from here? How do I get there?
- Political challenges: How do I get my voice heard in the group?

The role of mentor brings with it significant responsibilities. you have a responsibility to:

- Work within a code of practice (Appendix C)
- Use a mentoring contract (Appendix B)
- Develop your mentoring skills through training

## 3. How do I do it?

Before working with a mentee, it is helpful to get into the appropriate frame of mind, this requires some self awareness and the ability to see how you might be perceived. Some of the attitudes you would want to have and demonstrate are:

- Respect for the mentee. Although their values or style may be different from yours you should always attempt to maintain unconditional respect for them and be non judgemental.

- Empathy. The ability to regard a situation as if you were in it, from your mentee,s point of view, this helps you to help your mentee come to their own solutions rather than yours.
- Commitment to supporting the mentee to set their own agenda and come to their own decisions/solutions. i.e. an outcome that is right for them.
- Commitment to confidentiality. To be able to guarantee that the information that you discuss goes no further than you have agreed.
- Awareness of your position as role model. You can demonstrate many of the qualities that your mentee would aspire to.

The relationship can last for as long as both parties agree that it is helpful. Either party has the ability to dissolve the relationship when it has run its natural course or if the pairs are not compatible or productive. We encourage you to arrange to review the usefulness of the relationship with your mentee regularly.

#### **4. A framework that can help**

Your mentoring sessions will be a conversation where the mentee sets the agenda and you act as a sounding board. Through actively listening to what they have to say and the skilful use of questioning and challenge you will help them to learn and develop. Mentors are also able to provide some guidance about how the local government and political context works, how to find out further information and, when appropriate, share their own experience.

To provide some structure to the sessions and make sure that the outcomes set by the mentee are reached it is helpful to have a framework to work through. You might like to use a popular widely used model - GROW.

**Goals:** The mentee sets out their goal/goals for the session or programme which might start out by being quite nebulous. With the help of the mentor these can be clarified so that they become clearer. You can ask:

- What do you want to achieve?
- What do you want from this meeting?
- What do you need to know about?

**Reality:** The current situation, including any barriers to the goals that might exist, including a reality check to see if the mentee perceives the true situation. You can ask:

- What is happening?
- Why is it a problem?
- What do you mean by that – can you give me an example?
- What have you tried - What happened?
- How do you feel about that?

**Options:** The mentee is encouraged to look at a variety of alternatives and evaluate them. You can ask

- What options do you think there are?
- What have you tried?
- What are the pros and cons of this?
- Is there anything else you could do?

**Way forward:** The mentee chooses a course of action. You can ask:

- Can you summarise what you are going to do by when?
- What obstacles and objections do you expect?
- How will you overcome them?
- Who will you get support from?
- What resources do you need?
- When should we review progress?

## 5. Some skills you can use

### Active listening

Active listening is about immersing yourself in what someone is saying truly seeking to understand their position. It's also about giving signs that you are listening, remembering what they have said and encouraging the mentee to say more. It's not about thinking about what you can say next. Use body language to show that you are genuinely interested and paraphrase to check understanding.

### Questioning

Use different questioning techniques:

- Open e.g. How do you feel about what happened?
- Closed e.g. Do you think that's true?
- Leading e.g. So were you thinking about setting up a meeting with x?
- Hypothetical e.g. What might happen if you were to do that?
- Analytical/ challenging e.g. What caused you act in that way? What do you think the effect on x was as a result of your actions?

Bear in mind that "why" is a fairly challenging question. 'What caused you to' is less threatening than 'why did you do that'

### Giving feedback

Give feedback when invited but always be supportive and constructive and wherever possible positive. Helpful feedback is:

- Clear - everyone knows what the message is

- Owned – it's your own perception and not objective truth
- Balanced – contains both positive and negative
- Evidence based – can be backed up

You should encourage your mentee to give feedback to you in this style on the mentoring relationship.

## **6. Some Tools you can use**

The following are a set of widely used tools or models that you can *offer* to your mentee to help them examine an issue or situation in a structured way. Remember that some people like to use tools and others don't!

The tools are sourced from the LGIU, IDeA and APSE Mentors Handbook by Carol O'Donnell at the LGIU.

## Learning from Mistakes - Analysis

<b>What happened: a description of the issue or problem</b>
<b>When did it happen?</b>
<b>What/who was involved?</b>
<b>Why did it go wrong?</b>
<b>What have I learnt from this?</b>

**Learning from mistakes – changes**

<b>What changes do I need to make?</b>
<b>How will I make the changes?</b>
<b>When will I make these changes?</b>
<b>When will I review progress?</b>

*LGIU, IDeA, APSE.*

## Visioning

**Visioning exercises are used as a means of defining and achieving a desirable future action. Studies have shown that we are more likely to reach an objective if we can see it and imagine the steps to reach it.**

**What would/could the end result look like?** (Try to describe it as clearly and specifically as possible)

**How would/could you get there?**

**Would/could it carry credibility?** (Try to consider all the people likely to be involved. How credible is this to them?)

**What would/could happen if this course of action were not pursued?** (Try to think in terms of the 'worst case scenario' as well as any others)

By assessing the risk in this way not only do you build up a picture of the possible outcomes; you can also develop contingency plans to protect yourself against the 'worst case scenario'

*LGIU, IDeA, APSE*



## Cost Benefit Analysis

This process can be used with an individual to examine the advantages and disadvantages that might accumulate from taking various courses of action. It encourages the individual to step back and assess them against the cost or investment required to achieve the benefits. It can also help clarify the disadvantages of taking a particular course of action and highlight the risk factors.

Action	Benefits	Disadvantages	Cost (Money, people, time, etc.)
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

LGIU, IDeA, APSE.

## **7. What happens if I need help?**

Inevitably as a mentor you will find yourself in need of some support. If the relationship is deteriorating you might need to talk to someone about why this might be and what you could do about it. You might find yourself being asked questions which you are unsure how to answer or are unclear where to signpost your mentee.

For this reason it's helpful to have someone with whom you can "check out" the more challenging aspects of the mentoring relationship. You might find it helpful to identify for yourself a "mentors mentor" who is prepared to be bound by the same confidentiality contract as yourself and can offer you support when you need it.

## **8. Guidance for Mentees**

Mentors will find it helpful to provide a copy of the guidance attached at Appendix A to their mentee.

## **9. The Mentoring Contract between Mentor and Mentee**

These issues (Appendix B) should be discussed at the beginning of the relationship and both parties should agree to abide by the resulting decisions.

## **10. Code of Practice for Member Mentors**

Before undertaking work with a mentee, the mentor will agree to act within a code of practice (attached at Appendix C)

It is essential that mentors abide by this code. This guarantees a high quality of support for the mentee provided by a mentor who works within an appropriate professional framework guaranteeing confidentiality and engendering the trust necessary for the relationship to work.

## **Appendix A**

### **Guidance for Mentees**

Mentors will find it helpful to provide a copy of the following guidance to their mentee

#### **What can a mentee expect?**

As a mentee, you will form a voluntary, confidential, one to one relationship with a person who is more senior/experienced than yourself. You can use this person, their skills, knowledge and experience as a guide and support for your own personal and professional development and as a sounding board for your own ideas and approaches.

You will set the agenda for your discussions. Typically you might discuss:

- Working within the organisation: I'm new to the authority how does it all work here?
- A new role: I'm a new Scrutiny Chair can you help me understand the role?
- Career development: Where do I go from here? How do I get there?
- Political challenges: How do I get my voice heard in the group?

The relationship can last for as long as both parties agree that it is helpful. Either party has the ability to dissolve the relationship when it has run its natural course or if the pairs are not compatible or productive. We encourage you to arrange to review the usefulness of the relationship with your mentor regularly

#### **How to be a good mentee**

As a mentee you have a responsibility to:

- Agree to maintain appropriate confidentiality
- Take responsibility for your own learning
- Work within the mentoring contract agreed with your mentor

#### **Your relationship with your mentor will be most productive if you are**

- Proactive in identifying your aims for the relationship
- Prepared to take responsibility for yourself and the outcomes you want
- Receptive to what the mentor has to say
- Prepared to be honest, open and trust what the mentor shares with you
- Able to feedback to your mentor regularly on how you think the relationship is working out
- Willing to end the relationship if its is not working or you no longer need the support

If you have a problem with the arrangement that cannot be resolved with your mentor, you might want to approach the people who have helped broker the relationship for support.

## **Appendix B**

### **The Mentoring Contract between Mentor and Mentee**

These issues should be discussed at the beginning of the relationship and both parties should agree to abide by the resulting decisions.

#### **1. Time and place**

- Both parties agree how much time they are able to give including work between meetings if necessary
- Frequency of meetings
- Duration of relationship (how long before a review)
- Venues - away from the usual working environment, private, out of reach of phones and colleagues

#### **2. Scope/context**

- What will be covered?
- What might some of the learning goals, short and long term be?
- The mentee sets the agenda

#### **3. Relationships and Responsibilities**

- The Mentor has a responsibility to act within a code of practice (see appendix c)
- The meetings are a priority - once set shouldn't be altered if avoidable
- The mentee is responsible for their learning and actions
- There is a responsibility on both sides for honesty and trust
- Both parties need to take responsibility for suggesting the ending of the relationship when appropriate

#### **4. Confidentiality**

- Agreement on confidentiality or where any information goes
- Should notes be made? What happens to any notes during and after the arrangement?
- Will there be any discussions with the mentors mentor/sponsors/ peers?

## Appendix C

### Code of Practice for Member Mentors

Before undertaking work with a mentee the mentor will agree to act within this code of practice.

Throughout the relationship and after it has been concluded, the mentor will:

#### 1. Competence

- undertake training in mentoring
- agree to work only within their level of competence
- understand and agree to work within this code
- seek personal support when necessary from an appropriate mentors mentor

#### 2. Context

- agree to understand and operate within the political/organisational context where the relationship is taking place
- seek to meet the learning and development needs of the mentee

#### 3. Boundaries

- agree to work within the boundaries of the mentoring relationship, i.e work/professional development/performance, not straying into areas where they are not qualified/experienced such as counselling or psychotherapy or into an inappropriate personal relationship
- be prepared to refer the mentee to other sources of information/expertise or professional assistance as appropriate

#### 4. Confidentiality

- maintain a level of confidentiality agreed with the mentee both during and after the relationship has ended
- disclose information only when agreed with the mentee unless the mentor believes that there is convincing evidence of serious danger to the mentee or others if the information is withheld

#### 5. Integrity and professionalism

- act within appropriate law/policy/values of the authority e.g. equal opportunities and HR policies
- consider the learning and development needs of the mentee as brought to the relationship as paramount
- seek to understand the needs and point of view of the mentee maintaining respect for the mentee throughout the relationship
- not exploit the mentee in any way or put their own interests before that of the mentee

*I the undersigned agree to work with my mentee in accordance with the above Code of Practice*

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# 5.2

## CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee  
21 January, 2019

**REPORT AUTHOR:** Head of Democratic Services

**SUBJECT:** Member Mandatory Development

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**REPORT FOR:** Decision

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### 1. Background

- 1.1 In 2015 the Council agreed the range of mandatory development and that: Mandatory Development sessions would be identified and each session would be provided twice per annum, so giving members options for attendance.
- 1.2 For information the agreed Mandatory Development is detailed in Appendix A.
- 1.3 In November 2018 the Member Development Working Group considered the future provision of mandatory Corporate safeguarding and Corporate parenting development.

### 2. Review of Mandatory Development in respect of Corporate safeguarding and Corporate parenting

- 2.1 From May 2017 to date the following has been provided:
  - 8 September, 2017 Corporate Parenting
  - 8 September, 2017 Safeguarding adults and children
  - 10 April, 11 April, 17 July and 18 July 2018 Corporate Parenting – provided by Bond Solon and Members were required to attend one session.
- 2.2 The training provided by Bond Solon received a mixed evaluation from Members and also officers advised that this provided a legally biased session and did not address issues in Powys.
- 2.3 The Director of Social Services and her Leadership Team have considered this issue and agreed that further mandatory development should be provided to Members. To address this and also to develop Members' understanding of Corporate safeguarding and Corporate parenting issues, officers consider that the two topics should be provided twice a year and that BOTH sessions on each topic be mandatory, as they will cover different issues.
- 2.4 Each session will focus on specific issues in each topic and will address:
  - the issues within Powys
  - develop further the understanding of the Member's role in respect of Corporate safeguarding and Corporate parenting
  - the reputational risks to Powys County Council in light of recent Care Inspectorate Wales [CIW] reports and
  - the associated financial risks.

- 2.5 The Social Services officers recommend that this level of mandatory development be provided during the period 2019 – to the end of 2020. During 2020 the ongoing level of this mandatory development will be reviewed for 2021 onwards, where it is envisaged that we will be able to revert back to the current level of provision.
- 2.6 The Working Group noted that during 2019 the other mandatory development, which Members will need to attend in County Hall, is Treasury Management and they need to attend one of the two sessions provided [the July session will be an evening session]. In addition, in 2019 mandatory Equalities and Diversity development will be provided on six occasions over three sites and Members will only need to attend one session. Members will also need to ensure they keep their mandatory eLearning on such issues as Data Protection up to date and Members will receive reminders when this is required.
- 2.7 The MDWG considered that to be consistent with Council’s previous decision each of the two sessions on Corporate safeguarding and each of the two sessions on Corporate parenting should be provided twice, with Members attending two different sessions on each topic. Therefore, if the above proposal in respect of Corporate safeguarding and Corporate parenting is approved, Members will be required to attend six mandatory development sessions [all half days] in 2019. In 2020 there will be six mandatory development sessions as Members will also need to complete a mandatory Code of Conduct refresher session.

**3. Discussion of MDWG’s recommendation with Children’s Services Officers**

- 3.1 As a result of the MDWG’s decision and recommendation the Head of Democratic Services and the Democratic Services Officer have spoken with the Head of Children Services. Providing each of the two sessions on Corporate safeguarding and Corporate parenting twice, would place a large burden on Childrens Services staff, especially when the Care Inspectors continue to have concerns about the Service.
- 3.2 The last development session was successfully recorded and the quality of the recording was good. Utilising recordings in the future would allow the following:
- Corporate safeguarding and Corporate parenting issues, should be provided twice a year and BOTH sessions on each topic be mandatory, as they will cover different issues. At the end of each session Members will complete a questionnaire relating to the issues covered in the session. The sessions will also be recorded.
  - Members must attend at least one of the mandatory sessions on each topic, so that they are involved in the discussions.
  - Members must watch the video of the other session, if not attended and complete the questionnaire, which should be returned to officers.

<b>Recommended that:</b>	<b>Reason for Recommendation:</b>
<p>during 2019 – the end of 2020:</p> <ul style="list-style-type: none"> <li>• <b>Corporate safeguarding and Corporate parenting issues, should be provided twice a year and BOTH sessions on each topic be mandatory, as they will cover different issues. At</b></li> </ul>	<p><b>To support the continuous development of Members and address issues raised in recent Care Inspectorate Wales [CIW] reports.</b></p>

<p>the end of each session Members will complete a questionnaire relating to the issues covered in the session. The sessions will also be recorded.</p> <ul style="list-style-type: none"> <li>• Members must attend at least one of the mandatory sessions on each topic, so that they are involved in the discussions.</li> <li>• Members must watch the video of the other session, if not attended and complete the questionnaire, which should be returned to officers.</li> </ul>	
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<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y / N</b>	<b>Within Budget:</b>	<b>Y / N</b>

<b>Relevant Local Member(s):</b>			
<b>Person(s) To Implement Decision:</b>		<b>Wyn Richards</b>	
<b>Date By When Decision To Be Implemented:</b>		<b>January 2019</b>	
<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Wyn Richards Head of Democratic Services and Scrutiny Manager	01597-826375	01597-826220	wyn.richards@powys.gov.uk

**Background Papers used to prepare Report:**

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### Mandatory Development

Mandatory development is included in the Member Development Programme when required. Co-opted members will undertake mandatory development to support them in their specific roles

#### Mandatory Development for specific Committees

If Members do not attend the development detailed below they will be unable to sit on the respective Committee until this has been completed. This position was agreed by Council in April 2008 and reiterated again in July 2015. Further mandatory development was agreed by Council on 22/02/2018 [indicated by \* ].

Committee	Induction	Requirements
Audit Committee	<ul style="list-style-type: none"> <li>• The role of the Audit Committee</li> <li>• The role of Internal Audit and the Committee's role</li> <li>• Finance monitoring</li> <li>• Risk management and corporate governance</li> </ul>	<p>Induction</p> <p>Ongoing development as required, usually provided as part of Committee Agendas</p>
Employment and Appeals Committee	<ul style="list-style-type: none"> <li>• The role of the Committee and the Disciplinary Appeals Sub Committees, Grievance Appeals Sub Committees and Appointments Sub Committees.</li> <li>• Mock employment tribunal hearings</li> <li>• Interview skills for senior posts and safeguarding training.</li> </ul>	<p>Induction.</p> <p>Ongoing development as required usually provided as part of Committee Agendas</p>
Licensing Act 2003 Committee	<ul style="list-style-type: none"> <li>• The law governing licensing of premises etc and the role of councillors</li> <li>• Gambling Act 2005</li> <li>• Licensing hearings and the quasi-judicial role of sub-committees and/or panels</li> </ul>	<p>Induction.</p> <p>Refresher training on licensing law and hearings</p> <p>Other training as required – not mandatory and usually provided as part of Committee Agendas</p>
Planning, Taxi Licensing and Rights of Way Committee	<p>Planning:</p> <ul style="list-style-type: none"> <li>• A briefing on planning in Wales</li> <li>• The role of councillors in planning: Propriety and</li> </ul>	<p>Induction and as required, usually provided as part of Committee Agendas</p>

Committee	Induction	Requirements
	<p>good practice</p> <ul style="list-style-type: none"> <li>• Local Development Plan [LDP]</li> </ul> <p>Taxi and other licensing:</p> <ul style="list-style-type: none"> <li>• Law and Practice governing Hackney Carriages and Private Hire Vehicles</li> <li>• The role of councillors, licensing hearings and the Quasi-Judicial role of sub-committees and/or panels</li> <li>• The law governing other licensing issues such as caravan sites, scrap metal and animal health.</li> </ul> <p>Rights of Way:</p> <ul style="list-style-type: none"> <li>• The law relating to rights of way, common land and village greens</li> <li>• The role of councillors and the Quasi-Judicial role of the committee</li> </ul>	<p>Taxi and other licensing: Induction and refresher training on licensing law and hearings</p> <p>Other training as required – not mandatory and usually provided as part of Committee Agendas</p> <p>Induction and updates given prior to specific applications - mandatory</p>
Pensions and Investments Committee	No induction. However, Local Government Pension Scheme [LGPS] Fundamentals 3 day training to be undertaken within first 12 months.	Minimum 10hrs per year training required, based on Knowledge & Skills Framework.
Standards Committee and Standards Community Sub-Committee	<ul style="list-style-type: none"> <li>• Members Code of Conduct – induction and update mid-term, plus any further updates as required.</li> <li>• Undertaking of Code of Conduct hearings</li> <li>• Dispensations.</li> </ul>	Induction and as required, usually provided as part of Committee Agendas

## Mandatory development for all Members

Topic	Frequency	Reason for development	Type of decision/action which requires this information	Legislation and/or Impact of non attendance
Members Code of Conduct	Induction Update mid-term, plus any further updates as required	The responsibility for complying with this Members' Code of Conduct, dispensation requirements and issues around pre-determination rests with the individual Councillor. On signing their Acceptance of Office a Councillor undertakes to comply with the Members' Code of Conduct. Development is provided to ensure that Members both understand the Code and adhere to the principles.	All	The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 20168 Part III of the Local Government Act 2000 ("the Act") established a new ethical framework for local government in Wales.  Members in breach of the Code of Conduct can open themselves to investigation by the Ombudsman with potential for sanction and effect on a Councillor's reputation.
Data Protection Act [DPA] and IT & Information Security *	Induction eLearning Repeat in 3 <sup>rd</sup> year	Members need to understand the law relating to handling personal/sensitive information, i.e. personal information, to which they have access from constituents and other services and understand the	All/Ward activities	To ensure that Members and the Council comply with the Data Protection Act 1998.  If Members are found to be in breach of the Act the Council and Members individually can face substantial fines.

Topic	Frequency	Reason for development	Type of decision/action which requires this information	Legislation and/or Impact of non attendance
		<p>requirements to protect that information. They must understand their responsibility to handle personal information appropriately and meet their obligations under the Data Protection Act 1998. After the development Members must register as Data Controllers on an annual basis.</p>		
Corporate parenting	<p>Induction Annual update Two sessions held during each Council year. Members have to attend at least one session per Council year.</p>	<p>All members share a responsibility as “corporate parents” for looked after children to ensure that they thrive under the authority’s care. Members need to understand their roles and responsibilities and can challenge how services are provided for these children.</p>	All	<p>Mandatory and best practice to ensure that members and the Council comply with their statutory duty under the Children Act 2004 to safeguard and promote the welfare of children (All Wales Child Protection Procedures 2008.</p> <p>Also considered as good practice to receive mandatory training at induction and refresher training during term of office [Local Government Association and National Childrens Bureau] and the Welsh Local Leadership Academy, Welsh Local Government Association [WLGA].</p>

<b>Topic</b>	<b>Frequency</b>	<b>Reason for development</b>	<b>Type of decision/action which requires this information</b>	<b>Legislation and/or Impact of non attendance</b>
Adult and child protection	Induction Annual update Two sessions held during each Council year. Members have to attend at least one session per Council year.	Members need to be aware of safeguarding issues and legislative requirements and how they can raise concerns about adult and child protection.	Ward activities	Mandatory and best practice to ensure that members and the Council comply with their statutory duty under the Children Act 2004 to safeguard and promote the welfare of children (All Wales Child Protection Procedures 2008).
Treasury Management	Two sessions held during each Council year. Members have to attend at least one session per Council year.	Members have to have an understanding of what Treasury Management means, how this is managed on a daily basis and also the risks.	Treasury Management	The CIPFA Code of Practice for Treasury Management (TM) requires all members involved in TM decisions to ensure they are suitably trained in TM. In Wales the TM Annual Strategy report is required to go to Full Council and it is necessary for all members to ensure they meet this training requirement.
Equalities and Diversity training *	eLearning Development sessions	Members need an understanding of the Equalities Act and its impact on their work, considering equalities when setting strategic direction and policy, reviewing performance and ensuring good governance.	All	The Council's Strategic Equality Plan 2016-2020 states that it is important that all staff and elected members are aware of the general and specific duties of the Equalities Act.

<b>Topic</b>	<b>Frequency</b>	<b>Reason for development</b>	<b>Type of decision/action which requires this information</b>	<b>Legislation and/or Impact of non attendance</b>
Violence Against Women, Domestic Abuse, Sexual Violence Act 2015 [VAWDASV] *	eLearning Development sessions within 12 months of election and refresher training every three years.	Those who experience violence against women, domestic abuse and sexual violence are some of the most vulnerable in our society. They utilise a broad range of public services. Members must have an awareness of the issues and their impact, who it affects and who can help.	Ward activities	The Statutory National Training Framework details the training requirements on Councils as relevant authorities under the VAWDASV Act.

**MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON MONDAY, 26 NOVEMBER 2018**

**PRESENT**

County Councillor M J Dorrance (Chair)

County Councillors G Breeze, D Jones-Poston and K S Silk

<b>1.</b>	<b>APOLOGIES</b>
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Apologies were received from County Councillor J Charlton and L Corfield.

<b>2.</b>	<b>NOTES OF PREVIOUS MEETINGS</b>
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The notes of the meeting held on 15 October, 2018 were agreed as a correct record.

<b>3.</b>	<b>MEMBER DEVELOPMENT PROGRAMME</b>
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3.1. Mandatory development

The Working Group considered the proposal to require Members to attend two mandatory development sessions on both Corporate Parenting and Corporate safeguarding. This proposal changed the current requirement to attend one of the two mandatory sessions. It was considered that this change was required to ensure that Members were fully supported in understanding their roles in respect of Corporate Parenting and Corporate safeguarding and to address the issues raised by regulators.

The Working Group noted the reasons for the proposal. However, it considered that the two mandatory sessions on each topic area should be provided twice, to ensure that Members continued to be given an option for attendance.

<b>Recommended to the Democratic Services Committee:</b>	<b>Reason for recommendation:</b>
<b>That during 2019 – to the end of 2020 Corporate safeguarding and also Corporate parenting mandatory development should each be provided four times a year and that Members attend two mandatory sessions on each topic.</b>	<b>To support the continuous development of Members and address issues raised in recent Care Inspectorate Wales [CIW] reports.</b>

3.2. Member Development Programme

The Group received the draft 2019 Member Development Programme and noted that officers were waiting to add further topics once the issue of mandatory development had been agreed.

It was noted that the scheduled Equalities and Diversity development sessions were mandatory and built on the basic mandatory eLearning development, which the majority of Members had now completed. In response to questions officers advised that, although providing development in three locations was more expensive, as detailed in Item 3.4 on the Agenda, this training was being delivered in this way, as the Service area had confirmed that it had capacity to do so. The Head of Democratic Services advised that providing development at more than one venue should be delivered as a pilot and its value would be reviewed. Providing development at more than one location would only be considered for courses delivered in-house and only if service areas had the capacity to do so.

### 3.3. Scrutiny development programme

The Working Group considered the draft Scrutiny development programme and it was noted that its views would be forwarded to the Scrutiny Development Board. Members agreed that it was important for those involved in scrutiny to understand their roles and that scrutiny should be more ambitious in looking at “best practice” from across the world rather than being parochial.

The Working Group considered that the development should be mandatory for Scrutiny Committee members and the Cabinet and that it should be available to other Members who become involved in the Working Groups. Inviting Heads of Service to appropriate parts of the development programme was considered appropriate, so that they could understand what scrutiny expected from them.

<b>Resolved that:</b>	<b>Reason for</b>
<p><b>The following views from the Member Development Working Group be forwarded to the Scrutiny Development Board that:</b></p> <ul style="list-style-type: none"> <li><b>i. the scrutiny development programme should be mandatory for Scrutiny Committee members and the Cabinet,</b></li> <li><b>ii. the scrutiny development programme should be available to other Members who become involved in the Working Groups and</b></li> <li><b>iii. Heads of Service be invited to appropriate parts of the scrutiny development programme, to ensure they understand what scrutiny expects from them.</b></li> </ul>	<p><b>To ensure the MDWG’s views are fed into the development of the Scrutiny development programme.</b></p>

### 3.4. Options for accessing Member Development

The Working Group noted the update report regarding the various options for providing the Member Development Programme.

The following was discussed:

- Net consent - it was noted that these messages only appear on Members' laptops when they log on at a Council building, which may result in some Members having a backlog of such messages when they log in prior to a meeting. Officers were asked to check this.
- The Welsh Local Government Association [WLGA] new Workbook on Stress Management and Personal Resilience – if appropriate Net Consent would be used to publicise this new Workbook to Members
- All Wales Academy [AWA] eLearning – concerns regarding the accessibility and quality of the eLearning had been raised at the recent Member and Support Officer Network meeting. It was noted that there was a meeting with the AWA later in the week where the WLGA and Authorities would discuss these concerns further.

<b>Resolved:</b>	<b>Reason for decision</b>
<b>That a range of options for accessing member development be made available to Members.</b>	<b>To support the continuous development of Members.</b>

### 3.5. Evaluation summaries

The Group received and noted the evaluation forms for the following sessions:  
12 October, 2018 – Child Sexual Exploitation [CSE] and County Lines  
31 October, 2018 – Social Media.

## **4. MEMBERS' AUDIT AND SELF ASSESSMENT**

The Member Development Working Group noted that the draft Members' audit and self-evaluation form had been developed by a group of Members after considering information used by other authorities. It was noted that the development of the Members audit and self-assessment was part of the work the Council needed to develop to support its desire to apply for the Advanced Member Support and Development Charter.

The Working Group agreed that questions should be added to the Members' Audit form in respect of:

- Employment status
- Carer responsibilities
- Details of special needs to ensure that the Member is supported in their role – such as sight or hearing difficulties etc.

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

The Head of Democratic Services reported on the following from the Network meeting held on 15 November, 2018:

- The Local Government Reform – the White paper was expected in February 2019
- Voluntary codes regarding tweeting and blogging and recording at Council meetings as well as the Leader's role in setting objectives for Cabinet Members were being considered by Welsh Government
- Brexit presentation

- Draft annual report by the Independent Review Panel Wales [IRPW] which was recommending an increase of £268 p.a. for the member's basic salary and £800 (inclusive of the basic salary) increase for Cabinet Members
- Scrutiny review by the Wales Audit Office [WAO]
- Support for the mental health of councillors – the support provided by Councils was discussed.

**County Councillor M J Dorrance (Chair)**

**CYNGOR SIR POWYS COUNTY COUNCIL.****Democratic Services Committee – 21 January, 2019****REPORT AUTHOR: Scrutiny Manager and Head of Democratic Services****SUBJECT: Appraisal of Committee Chairs' Effectiveness – pilot**

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**REPORT FOR: Decision**

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**1. Summary.**

1.1 This report has been prepared as a result of a recommendation by the Scrutiny Development Board which met on 9<sup>th</sup> January, 2019.

**2. Background.**

2.1 The Scrutiny Development Board has been meeting since October 2018 discussing a revision to the Scrutiny Committee structure. The Board has also been developing guidance to assist Members in the operation of scrutiny.

2.2 As part of the discussions at the last meeting consideration was given to how an appraisal of the effectiveness of a committee Chair could be undertaken. It was suggested that a feedback form be developed which could be sent to Members following each Committee meeting and any comments relating to the operation of the Committee, the facilitation of the debate and the outcomes achieved at the meeting. The Scrutiny Manager could then discuss the feedback with the Chair. It was suggested that the appraisal process be trialled with the new scrutiny committees that the Council was being asked to establish at the meeting on 24<sup>th</sup> January, 2019, for 12 months and then reviewed by the Democratic Services Committee. Subject to that review the process could then be rolled out to all Council committees.

2.3 Scrutiny Committee and other Members in receipt of a Senior salary are subject to a two years Personal Development Review (PDR) to assess any individual development. Any process that is developed by the Committee will have to tie in with the PDR process.

2.4 The Democratic Services Committee is asked to consider and comment on the following principles:

- Who should undertake the appraisal – internal or external;
- What information should be gathered as the basis for discussion;
- Who should be asked to provide that information – Members only / officers;
- Against what criteria is the information to be judged, i.e. what is viewed as good practice e.g. Member and Chair Roles as set out in the Constitution / Characteristics of a Good Scrutiny Chair (Appendix 1);
- What would be the expected outcome of an appraisal;
- How often should an appraisal take place;

- How will outcomes be monitored and how often will they be reviewed;
- If outcomes are not achieved, what would be the consequence and how would this happen;
- Should the appraisal of the Chair include an appraisal of the performance of the whole committee.

2.5 Following receipt of this information the Scrutiny Manager and Head of Democratic Services is asked to prepare a scheme for consideration by the Committee.

### 3. Recommendation.

Recommendation:	Reason for Recommendation:
(i) that the Committee comment on the principles set out in Paragraph 2.3 above. (ii) that following receipt of the information set out in paragraph 2.3 the Scrutiny Manager and Head of Democratic Services be asked to prepare a scheme for consideration by the Committee.	to consider a process to improve the effectiveness of a Committee Chair to be piloted for 12 months by Scrutiny Committees.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):
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Person(s) To Implement Decision:	Wyn Richards
Date By When Decision To Be Implemented:	January 2019

Contact Officer:	Wyn Richards, Scrutiny Manager and Head of Democratic Services.
Tel:	01597-826375
Email:	wyn.richards@powys.gov.uk

**Background Papers used to prepare Report:**



CLILC • WLGA

## **What does an effective scrutiny chair do?**

A range of skills necessary for a chairing of scrutiny committees, based on nationally accepted good practice, members' experiences, observations and recommendations.

### **A good scrutiny chair:**

#### **Knows the context**

- Understands and promotes the role of and expectations for the scrutiny function in their authority
- Understands the purpose and terms of reference of the committee they chair
- Understands the purpose of each meeting
- Knows who should be involved and their roles –scrutiny members, co-optees, Cabinet members, officers and witnesses

#### **Plans the work**

- Works with other scrutiny chairs, scrutiny and other officers and committee members to establish a scrutiny work programme which takes account of:
  - The needs of the community
  - The plans, priorities and performance of the authority
  - The Cabinet Work Programme
  - The time available to, and capacity of the committee
- Publicises the work of the committee to the public and seeks their views on the work programme and items for investigation

#### **Leads the team**

- Works with scrutiny and other officers to deliver effective scrutiny
- Ensures that their committee has the information and support they need to undertake their role
- Enables and encourages the committee to perform effectively

#### **Prepares for each meeting**

- Leads pre meetings to prepare the committee, allocate pre work, invite and prepare attendees and plan the questioning strategy
- Chooses a suitable venue if appropriate
- Establishes the purpose of and required outcome for each agenda item. For example recommendation to Cabinet, monitoring and reporting performance, investigating community issue.
- Makes sure that the meeting has been publicised effectively

- Checks whether the meeting is to be broadcast

### **Knows the meeting rules**

- Quorum
- Apologies
- Interests
- Motions
- Voting – including the prohibition of whipped voting
- Press and public
- Confidential items
- Use of Social Media

### **Manages the meeting**

- Welcomes participants and makes introductions/explains roles as necessary
- Explains the purpose of the meeting at the beginning
- Explains how contributions should be made
- Uses plain language
- Manages the Politics of others and acts apolitically themselves
- Introduces each agenda item and its purpose
- Summarises discussions
- Ensures that everyone has a chance to contribute
- Encourages contributions from the reticent
- Manages the contributions of the over enthusiastic or unfocused or emotional
- Moves the agenda along and manages the time spent on each item
- Checks the meaning of any unclear contributions
- Makes sure decisions are made or actions decided and that both are recorded.
- Makes sure that responsibility for carrying out actions is clear, timescales decided, and arrangements for monitoring are in place
- Thanks people for attending at the end
- Reminds people of the date of the next meeting/pre meeting/any task and finish group

### **Follows up**

- Checks on the progress of action/decisions on the dates due rather than at the next meeting
- Checks that any research required by the committee is undertaken
- Checks that any communications arising from the meeting are actioned
- Addresses any issues which may have arisen with committee members such as non-contribution



## **What does an effective chair do?**

A range of skills necessary for a chair of the meetings of the Council, committees, community or partnerships. In the case of formal meetings some administrative or legal roles might be undertaken by officers, however these actions still need to be understood and ensured by the Chair.

A good chair

### **Knows the context**

- Understands the general purpose of the meeting or committee
- Understands the Terms of Reference
- Knows the roles of the participants – members, officers, witnesses

### **Knows the rules**

- Quorum
- Apologies
- Interests
- Motions
- Voting
- Press and public
- Confidential items
- Use of Social Media

### **Prepares for each meeting**

- Knows who will be attending, their role and why they are attending
- Chooses an appropriate venue
- Makes sure that minutes will be taken
- Understands the purpose and content of each agenda item
- Makes sure that papers have been distributed in time
- Makes sure that the meeting has been publicised effectively
- Facilitates a pre meeting when appropriate
- Checks whether the meeting is to be broadcast

### **Manages the meeting**

- Welcomes participants and makes introductions as necessary
- Explains the purpose of the meeting at the beginning
- Takes apologies
- Explains how contributions should be made

- Uses plain language but is tactful
- Manages the Politics of others and acts apolitically themselves
- Introduces each agenda item and its purpose
- Manages the meeting but does not dominate
- Summarises discussions
- Ensures that everyone has a chance to contribute
- Encourages contributions from the reticent
- Manages the contributions of the over enthusiastic or unfocussed or emotional
- Moves the agenda along and manages the time spent on each item being flexible if necessary
- Checks the meaning of any unclear contributions
- Makes sure decisions are made or actions decided and that both are recorded
- Thanks people for attending at the end
- Reminds people of the date of the next meeting

#### **Follows up**

- Checks on the progress of action/decisions
- Checks that any communications arising from the meeting are actioned
- Addresses any issues which may have arisen with participants such as non-contribution

## **SECTION 27 – PROTOCOL ON CIVIC AND EXECUTIVE MATTERS**

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### **INTRODUCTION**

- 27.1 The County Council fulfills a number of ceremonial, civic and political leadership roles. It is considered important and helpful that the roles are clarified to avoid confusion between the respective roles.
- 27.2 This protocol outlines the main ceremonial, civic and political events which require attendance of elected members and the Chief Executive by virtue of their office, namely the Council Chairman and his/her Vice Chairman and Assistant Vice Chairman, the Leader of the Council and the Deputy Leader and Executive Members [Portfolio Holders] ~~and the Shire Chairmen and his/her Vice Chairmen.~~
- 27.3 Whilst recognising the precedence accorded to the role of the Chairman, the Council has two institutions, that of the **elected** Leader and that of the Executive. The Leader is the political Leader of the Council as well as being the Leader of the Executive. It is the Leader's function to represent the political views of the Council and the Executive. As a consequence, the Leader and Portfolio Holders, will receive invitations from groups or organisations to attend meetings, functions and events where they may be called upon to speak about Council policy and the Executive's plans. On other occasions they will be invited to enable networking, which is a vital part of the Leader's and Executive Members' roles, specifically in developing partnership relationships but also in securing support for Council policy and gaining feedback on community or organisations' views.
- 27.4 ~~The Council also appoints three Members as Shire [Area] Committee Chairmen to represent the three historic shire areas of Brecknockshire, Montgomeryshire and Radnorshire.~~

### **GUIDANCE**

#### **Ceremonial/Lieutenancy**

- 27.5.1 Traditionally and in accordance with the Local Government Act, 1972 (as amended), the Chairman takes precedence in the County subject only to Her Majesty's Royal Prerogative. It is clear therefore that the Chairman must give precedence only to Her Majesty The Queen and/or Members of the Royal Family (if present) or the Lord Lieutenant of the County when acting in his/her official capacity representing The Queen.
- 27.5.2 It follows therefore that the Chairman takes precedence over all Members and staff of the County Council, Mayors/Chairmen and members of Town and Community Councils within the County and Members of Parliament, European Parliament or Welsh Assembly. This applies not only on the occasion of presentation to Her Majesty The Queen and/or Members of the Royal Family during a Royal Visit to the County but also for other civic events.
- 27.5.3 There is an official Order of Precedence. An example is that on Royal visits the order of presentation to the particular Member of the Royal Family by the Lord

## **SECTION 27 – PROTOCOL ON CIVIC AND EXECUTIVE MATTERS**

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Lieutenant would be [NB substitutes will not be allowed where any of the following are unable to attend]:-

- 27.5.3.1 Lord Lieutenant's spouse
- 27.5.3.2 High Sheriff and Spouse
- 27.5.3.3 Chairman of County Council and Spouse
- 27.5.3.4 County Chief Executive and Spouse
- 27.5.3.5 Town/Community Council Mayor/Chairman and Spouse
- 27.5.3.6 Member of Parliament and Spouse
- 27.5.3.7 Member of European Parliament and Spouse
- 27.5.3.8 Welsh Assembly Member and Spouse
- 27.5.3.9 Chief Constable and Spouse

The usual procedure after that is that the Organiser of the event is presented and he/she will then present others.

- 27.5.4 Against this background of formal precedence, the Chairman's Secretary's role therefore is to ensure that the Council, its members and staff and hosts of functions accord the Chairman proper precedence with regard to ceremonies and events and to liaise with the Chief Executive to ensure the effective discharge of this work.

### **Civic Role**

- 27.6 Where both a civic representative and a political representative are in attendance at an event etc the Civic Role takes precedence over the political role.

### **Chairman**

- 27.7.1 The Chairman represents the Council in a non political capacity, that is, as a corporate body whose constitutional status and range of responsibilities warrants inclusion on the attendance lists of the meetings and functions of outside bodies. The Chairman attends such functions in an ambassadorial capacity representing the Council as the duly elected body, representing the people of Powys. For the County to be excluded by organisations from invitations to events can in some circumstances be regarded as an affront to the Council's position and indirectly to the community of Powys.
- 27.7.2 Attendance by the Chairman at an event has the following possible meanings:
- 27.7.2.1 It recognises the event as one at which it is important for the Council to be represented
  - 27.7.2.2 It confirms the event as having a significance for the community of Powys
  - 27.7.2.3 It is a means of encouraging community life
- 27.7.3 The Chairman will represent the Council at events:
- 27.7.3.1 to welcome representatives of other bodies to the Council

## **SECTION 27 – PROTOCOL ON CIVIC AND EXECUTIVE MATTERS**

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- 27.7.3.2 to represent the Council in public engagements, other authorities' civic functions, community functions and ceremonies
- 27.7.4 Where the Chairman is unavailable the Vice Chairman or Assistant Vice-Chairman will take his/her place. ~~If neither of these are available [or decide to send a substitute] the relevant Shire [Area] Chairman will attend in their absence.~~
- 27.7.5 The Chairman's role [or their substitute] takes precedence over any other representative from the Council, which means that he/she should speak first to welcome visitors or open an event. The Chairman [or their substitute] does not deal with political issues in his/her speech.
- 27.7.6 The Chairman, Vice-Chairman or Assistant Vice-Chairman of the Council will preside at all Council Seminars or Member Development sessions. Executive Members with responsibility for portfolios which are the subject of the Council Seminar or Member Development session may assist the Chairman, Vice-Chairman or Assistant Vice-Chairman in facilitating the seminar or development session. However, they should not preside over such a seminar or development session unless authorised by the Chairman of the Council.

### **Shire [Area] Committee Chairmen**

- 27.8.1 ~~The Shire [Area] Committee Chairmen may receive invitations to events where his/her presence is entirely consistent with the performance of that role. Such events include presiding over Civic Ceremonies and attendance at local Shire based events.~~
- 27.8.2 ~~However, where the Council Chairman [or substitute] is also invited to attend events they should shall take precedence.~~

### **Wearing of regalia**

- 27.9.1 The Chairman of Council should wear regalia for all official functions. Where the Chairman of Council is unable to attend a function their substitute should wear their regalia.
- 27.9.2 Vice and Assistant Vice Chairmen ~~and Shire [Area] Chairmen~~ should wear their regalia to events even when the Chairman is in attendance.

## **POLITICAL ROLE**

### **The Leader**

- 27.10.1 The Leader represents the political authority of the Council and the Executive. He/she represents the specific political programme of the Council and Executive and also any issues concerning the policy direction of the Council. As such, meetings with Government, Assembly Members and MPs would normally fall to the Leader rather than the Chairman. The Leader should not be responsible for the offering of civic greetings on behalf of the Council, or to welcome Royal, ambassadorial and civic visitors to the County or represent the Council at non-political functions or events.

## **SECTION 27 – PROTOCOL ON CIVIC AND EXECUTIVE MATTERS**

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27.10.2 The Leader in his/her role as "political Leader" may receive invitations to events where his/her presence is entirely consistent with the performance of that role. There may also be events where organisers would wish to extend invitations to both the Chairman and the Leader to represent both the civic and political function of the Council. In such circumstances, the Chairman's role takes precedence, which means that he/she should speak first to welcome visitors or open an event.

27.10.3 Invitations for the Leader to attend an event must be gauged in terms of the nature of the meeting. Meetings which concern the promotion of Powys are a grey area and should be agreed with the Chief Executive, but in some cases it will be a purely political event e.g. gaining acceptance for the Council's tourism policy, lifelong learning policy etc. In those circumstances the Leader or Executive Member would be the relevant person to consider for attendance.

### **Executive Member**

27.11.1 An Executive Member may receive invitations to events where his/her presence is entirely consistent with the performance of that role. There may also be events where organisers would wish to extend invitations to both the Chairman and the Executive Member to represent both the civic and political function of the Council. In such circumstances, the Chairman's role [or substitute] takes precedence, which means that he/she should speak first to welcome visitors or open an event.

27.11.2 Executive Members with responsibility for portfolios which are the subject of a Council Seminar or Member Development session may assist the Chairman, Vice-Chairman or Assistant Vice-Chairman in facilitating the seminar or development session. However, they should not preside over such a seminar or development session unless authorised by the Chairman of the Council.

### **GUIDANCE TO OFFICERS**

27.12.1 Corporate Directors and other officers organising an event should bear these guidelines in mind. Any queries should be discussed with the Chief Executive if there is any doubt.

27.12.2 All civic receptions held by the County Council should be arranged in consultation with the Chairman's Secretary, who will liaise with Executive support staff.

27.12.3 All invitations to the Council to be represented at events, ceremonies or functions should be referred, in the first instance, to the Chairman's Secretary and Executive support staff.

27.12.4 For events, ceremonies and functions involving the Chairman, the event organiser should liaise with the Chairman's Secretary regarding protocol etc. A copy of this Protocol should be sent to organisers.

## **SECTION 27 – PROTOCOL ON CIVIC AND EXECUTIVE MATTERS**

- 27.12.5 External organisations should be advised of the issues of Precedence and Protocol covered in this note and be encouraged to address invitations correctly to the Chairman, Leader or both of them as appropriate.
- 27.12.6 The Chairman and Leader require adequate briefing and support to fulfill their roles. At important events, it will be appropriate for them to be accompanied by a suitably senior officer, such as a corporate director or head of service. At other events, it will be sufficient for other staff to accompany them. As a minimum officers should consider for each event whether attendance by an officer is necessary and should advise the Chairman or Leader which (if any) officer will be present.

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	A	B	C	D	E	F	G	H	I
	Topic	Description	Lead	Requested by	Work outstanding	DSC further consideration	Council Date		
1	<b>Democratic Services Committee</b>								
2	<b>Work to complete &amp; take to DSC</b>								
3	Involvement of members	How we ensure all members are able to participate and contribute to the work of the Council - especially those not in groups and therefore not on committees	Wyn Richards	DSC Chair following request from Councillor Gary Price					
4	Member Champions	To confirm the current champions and review the role descriptions, appointment and reporting process.	Wyn Richards/Carol Johnson	DSC Chair following request from Councillor David Meredith	Information being collated for a report to go to DSC				
5	Case management [including keeping Members informed of issues raised by Town & Community Councils in their areas	Provisionally book presentation to DSC on system and look at needs of members 9 July. 08/01/2018 Kelly Watts advised Council's Corporate Complaints process as agreed by Jeremy Patterson - due to go live at the end of January with the following phases bringing on board Social Care Complaints and Case Management.	Wyn Richards/Carol Johnson	Previous DSC 03/07/2017	Further developments will need to be considered after this but no timescale available. Explore the need to ensure County Councillors were kept abreast of issues raised by Town and Community Councils and the responses from officers. REVIEW whether this process should be included in the current work on developing a case management system for Members.				
6	Opposition Day Debates on Council Agendas	Develop proposals using good practice from other Councils etc.	Wyn Richards	DSC 16/04/2018	Researching what other Councils do for a report to DSC				
7	Constitution - ongoing	Ongoing review by Constitution Working Group with recommendations to DSC and Council, as required.	Wyn Richards	DSC	Ongoing reports to DSC when needed				
8	Annual Improvement Letter [AIL]	Officers to review and only issues relating to Members in the Letter will be brought to the Committee, if required. 09/02 Wyn emailed Rhian to check if re AIL received.	Wyn Richards	DSC					
9	Developing the Council to be representative of its electorate in 2022	Explore how the Council prior to 2022 election can develop and promote democracy via such work as a programme of Members visits to schools to promote democracy, how the Council engages with younger people, the role of political parties. Invite Bets Ingram, Equality Officer to DSC meetings when discuss.	Democracy Working Group [DWG] / Sandra Matthew/Carol Johnson	DSC	DWG developing own Work Programme - reports to DSC meeting	Ongoing	N/A		
10	Review how the Council engages with young people	Review of current engagement with young people and how this can be developed. Currently the Powys Youth Forum provides an annual Member Development session. Ideas which led to this topic - could school councils be invited to attend Shire meetings to engage with them. REVIEW after the White Paper [which may refer to Youth Councils] is published.	Wyn Richards	DSC					
11	Planning for 2022 election	Links with "Developing the Council to be representative of its electorate in 2022". In addition - preparing services for new membership [IT, HR, Payroll, Democratic Services]; candidate information; member induction programme; member information.		DSC					
12									
13									
14									
15									
16	<b>DSC 21/01/2019</b>								
17	Review of Public Participation at Council meetings	Public Participation at Council meetings pilot undertaken in January 2017. Reviewed by DSC and approved by Council July 2017. Agreed to operate for a year and then review and evaluate. Commenced Council meeting 19 October 2017 & review after one year.	Carol Johnson	Council July 2017					
18	Constitution - ongoing	Review Sections 7 & 9	Wyn Richards	DSC	Ongoing				
19	Mentoring scheme	Review completed by MDWG	Carol Johnson	MDWG			N/A		
20	Members' facilities in County Hall	To ensure Members are involved in any discussions regarding future facilities for Members	Wyn Richards	DSC officers					
21	Mandatory development	Recommendation from MDWG re Corporate safeguarding and corporate parenting	Wyn Richards	MDWG 26/11/2018					

	A	B	C	D	E	F	G	H	I
1	Topic	Description	Lead	Requested by	Work outstanding	DSC further consideration	Council Date		
22	Protocol on Civic and Executive Matters - Section 27 Constitution	Review the Protocol agreed in April 2013	Carol Johnson	Scheduled review					
23									
24	<b>DSC 14/11/2018</b>								
25	Scrutiny Committee structure	Review of proposals	Wyn Richards	Scrutiny Development Board	N/A	N/A	N/A		
26									
27	<b>DSC 09/07/2018</b>								
28	Member Development Strategy	Review completed by MDWG	Wyn Richards		N/A	N/A	12/07/2018		
29	Developing the promotion of involvement in public life project - Democracy Working Group	National Democracy Week	Sandra Matthews/Carol		Ongoing	N/A	N/A		
30	<b>Previous meetings May 2017- May 2018</b>								
31									
32	Role of Chair of Council, all civic roles and Chair's car	Resolution at Council 13 July 2017 "RESOLVED to refer the matter of the practice of purchasing or leasing a car for the use of the Chairman to Democratic Services and to review the future role of the chairman and all civic roles."	Wyn Richards	Council	N/A	16/04/2018	12/07/2018		
33	Blogging & Social Networking Guidance	Review Guidance previously agreed by Council January 2013. The review will link with the current review of the		DSC	N/A	16/04/2018	12/07/2018		
34	Mandatory development	Review of range of mandatory development	Wyn Richards	DSC	N/A	27/11/2018			
35	Timing of meetings - Members' survey	Spring 2018 to influence the 2019 diary which will be produced & approved by Council in the autumn of 2018 Agreed by DSC 15/01/18.	Steve Boyd (CSP - Board Business)	Welsh Govt requirement	N/A	16/04/2018	12/07/2018		