

**MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,
POWYS ON MONDAY, 6 JUNE 2016**

PRESENT

County Councillor S C Davies (Chair)

County Councillor L V Corfield

1.	APOLOGIES	MDWG13- 2016
-----------	------------------	---------------------

Apologies were received from Councillors P.J. Ashton and M.J. Jones.

It was noted that membership of the Working Group would need to be considered at the next Democratic Services Committee [DSC], due to the recent changes in membership of the latter.

2.	NOTES OF PREVIOUS MEETINGS	MDWG14- 2016
-----------	-----------------------------------	---------------------

The notes of the previous meeting held on 11th March, 2016 were agreed as a correct record.

3.	MEMBER DEVELOPMENT PROGRAMME	MDWG15- 2016
-----------	-------------------------------------	---------------------

15.1. Member Induction 2017

The Working Group received a draft Induction Programme for 2017. This was based on the template produced by the Member and Officer Support Network, Welsh Local Government Association [WLGA].

It was noted that the first Induction Day was based around the need for new members [not re-elected members] to receive training on using the systems in the meeting rooms, receive laptops and training on Modern.Gov and also undertake orientation training etc, so that they can participate in the Annual Meeting. Officers advised that the "Market Place" was an idea used in other authorities where service areas provided manned stands providing basic information about services. A "Market Place" programme would be provided throughout the year at Council meetings and Member Development sessions.

Officers advised that the Induction Programme would be included in information sent to prospective candidates. Individuals would also be advised that if they were elected they would be required to complete this Induction training.

Officers indicated that the outcome of the evaluation on the use of iPads by members may have an impact on the provision of equipment in the future. Officers would meet with IT, HR and Property to review the process and timescales for adding new members onto the Council's systems, and the allocation of equipment etc.

The Working Group agreed the Induction Programme.

15.2. Member Development Programme 2016-17

The Chair welcomed Jason Lewis, Head of Professional Services and Commissioning to the meeting. The Group noted that the Portfolio Holder, Property, Buildings and Housing had asked that a session on Procurement be added to the Member Development Programme.

The Group noted that that two separate sessions should be provided, for Procurement and Commissioning. It was agreed that the sessions should provide an overview of the high level issues and include information on the members' role in this new way of providing services and accountability issues whether through contract monitoring or scrutiny and the consequences of changing the way services are provided. The officer advised that the WLGA had commissioned an individual to provide procurement training and the University of Glamorgan had developed commissioning training for officers which could be adapted for members.

It was agreed that:

- i. the Procurement session would be provided in early September [9th September offered] and
- ii. the Commissioning session provided in late September or early October.
- iii. sessions on these issues would be included in the Member Development Programme for the autumn of 2017.

15.3. Evaluation summaries

The Group received and noted the evaluation forms for the following sessions:

- Debating skills – 23rd March
- Powys Youth Forum – 30th March
- Property Update – 6th April
- Adult & Child Protection – 22nd April

In response to comments about the level of attendance at sessions officers advised that this issue had been debated previously and Council agreed that members were required to attend mandatory training but it was up to them if they attended any other session. It was noted that attendance levels at sessions was generally higher than in other authorities. Members considered that any information sent to Members regarding the Programme should state that the Authority considers the sessions as important and would help to increase Members' understanding and awareness of issues.

4.	MEMBER SUPPORT AND MATERIAL FOR MEMBERS	MDWG16- 2016
-----------	--	---------------------

The Working Group noted the comments from the Councillor W. Jones, Joint Deputy Leader and Portfolio Holder for Finance.

It was agreed that it be recommended to the Democratic Services Committee that:

- i. Where members wish to have business and/or calling cards that they meet the production costs.

It was noted that on approval by Council this information would be included in the new members' Information Pack.

5.	MEMBERS' INFORMATION PACKS FOR 2017	MDWG17- 2016
-----------	--	---------------------

The Working Group reviewed the content of the 2012 Members' Information Pack and noted the comments from a number of members.

It was agreed that the following would be considered for inclusion:

- details of IT support and equipment provided
- maps showing the location of services
- useful numbers and contact details
- town maps

It was noted that a protocol on how to respond to enquiries etc. from AMs and MPs had been developed. A protocol on how to respond to members enquiries would also be developed and would be included in the Pack.

Officers advised that Members who decide not to stand in the 2017 election would be asked to return their laptops, so that they can be cleansed prior to allocating to another member. Officers would check with IT as to the time needed to cleanse a machine. The Working Group would then recommend to the DSC the timescale for the return of laptops for this work to be completed.

It was noted that in 2012 the Information Packs were given to candidates at the counts. The Working Group discussed whether it was more appropriate to provide basic information in a letter, together with any forms for completion, and distribute the Information Packs at the first Induction Day. It was considered that the latter may be more appropriate.

County Councillor S C Davies (Chair)