

MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP HELD AT PEN Y FAN ROOM - COUNTY HALL ON MONDAY, 4 SEPTEMBER 2017

PRESENT

County Councillor M J Dorrance (Chair)

County Councillors D O Evans, D Jones-Poston and E Vaughan

1.	APOLOGIES
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No apologies for absence were received.

2.	REVIEW OF THE MEMBER INFORMATION AND SUPPORT POST ELECTION
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The Working Group considered whether a review should be undertaken of the Member information and support post-election. The Working Group agreed that:

- Service areas involved in the meeting at Twr Brycheiniog should be asked for their feedback
- The information provided to new members should be bi-lingual
- More staff were required to support Members in the session where the laptops and mobile phones were distributed
- The range of allowances which councillors can access should be promoted to prospective candidates. It was considered that this may encourage a more diverse range of people to consider standing for election.

RESOLVED THAT:	Reason for decision:
1. A draft questionnaire be sent to the Member Development Working Group for comment 2. the final questionnaire be sent to Members and service areas as required and 3. the responses be collated for consideration by the MDWG	To gain feedback from Members and note changes required for future elections

3.	MEMBER DEVELOPMENT PROGRAMME
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3.1. Member Development September - December 2017

The Working Group received the Development Programme for September – December 2017 and noted that Management Team had identified priorities.

The Working Group considered that Equalities training could be provided on a Shire basis, as this would be provided to small groups of Members. Providing the sessions at Shire meetings would not require all Members travelling to County Hall.

3.2. Member Development Programme 2018

The Group noted the range of topics identified by officers. It was noted that topics could be suggested by Management Team, officers and Members. An email would be sent to Members asking them to suggest topics. The 2018 programme would be developed by the Member Development Working Group.

4. MEMBERS' ANNUAL REPORTS

The Working Group received the information regarding Members Annual reports. It was noted that the Council had agreed that Members should either write a short report [giving details of membership of committees/ working groups and the number of meetings held and their attendance and their member development record] or a full report which, in addition to the information in a short report, would include details of their constituency activities. Reports would be added to the Member's respective page on the Council website.

The Chair considered that reports were a useful resource to promote a councillor's work to the public and advised he distributed his reports in schools and libraries etc.

RESOLVED THAT	Reason for decision
The information regarding annual reports be sent to Members.	To ensure that Members are aware that they are required to produce annual reports.

5. THE WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

The Working Group received the information regarding the Charter. It was considered that the Council should consider whether it is in a position to apply for the Advanced Level Charter and that an action plan be developed to ensure this can happen. An application for the current Charter level would be developed to ensure that the Charter was retained.

RESOLVED THAT	Reason for decision
<p>A Sub-Group of Members [Councillors M Dorrance, D Jones-Poston and J Charlton (D Evans if latter does not wish to participate) and officers [S Thomas and C Johnson] is established to:</p> <p>1. Review the Council's position in respect of the Advanced Level Charter and identify if an application should be made or whether work was required to embed the requirements of this level and if the latter, to develop a draft action plan for consideration by the MDWG and for recommendation to the Democratic Services Committee</p>	<p>To ensure that the current Basic Charter level is retained and ensure that the Council develops the Member support and development.</p>

2. To review the application for the renewal of the current Charter and recommend this to the MDWG.	
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6.	MEMBER DEVELOPMENT STRATEGY
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The Working Group noted that the current Member Development Strategy needed to be reviewed and updated.

RESOLVED THAT	Reason for decision
A Sub-Group of Members [Councillors M Dorrance, D Evans and E. Vaughan and officers [W Richards and C Johnson] reviews the current Member Development Strategy and develops a new Strategy.	To ensure that the Strategy is reviewed and developed.

It was noted that a Member had requested the attendance at a conference and that Members could attend training courses provided for officers.

RESOLVED THAT	Reason for decision
Requests from Members for attendance at conferences should be discussed with their Group Leader prior to seeking approval from officers.	To ensure consistency of approach.

**County Councillor M J Dorrance
Chair**