

**MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,
POWYS ON FRIDAY, 11 MARCH 2016**

PRESENT

County Councillor L V Corfield (Chair)

County Councillors PJ Ashton, D O Evans and M J Jones

1.	APOLOGIES	MDWG7-2016
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Apologies were received from County Councillor Sandra Davies.

2.	NOTES OF PREVIOUS MEETINGS	MDWG8-2016
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The notes of the previous meeting held on 15th January, 2016 were agreed as a correct record.

3.	MEMBER DEVELOPMENT PROGRAMME	MDWG9-2016
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3.1. To note confirmed sessions and consider new requests

The Group noted the updated Programme as a result of further sessions confirmed since the last meeting, namely Planning – Planning [Wales] Act 2015 and Planning Protocol on 8th April, 2016 and Welfare Reform Projects on 1st July, 2016 [copy filed with the signed minutes].

The Group considered and agreed new sessions to be added to the Programme as follows: Corporate Assessment on 15th June, 2016 and Private Landlords - Rent Smart Wales on 1st July, 2016.

3.2. Evaluation summaries

The Group received and noted the evaluation forms for the following sessions:
Mid Wales Healthcare Collaborative – 12 October, 2015
Resilience and Personal Safety – 16th October, 2015
Powys teaching Health Board – 29th January, 2016
Well-being of Future Generations Act – 1st February, 2016.

4.	MEMBER SUPPORT AND MATERIALS FOR MEMBERS	MDWG10-2016
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The Working Group received the updated report regarding the provision of Members' business and calling cards etc which included estimated costs of production. It was noted that the supply of one business and calling card per household would cost £4,900.98.

The Working Group considered the frequency of supply to Members. It was considered that an initial supply of one business and calling card per household in a ward would be provided to Members after the election. Members would be required to pay for any further supplies.

It was agreed that:

- i. the Working Group would seek the views of the Political Groups
- ii. comments from the Political Groups would be considered and the Working Group would make a recommendation to the Democratic Services Committee. It was noted that a revenue bid would need to be made to fund this development.

Protocol for responding to enquiries/questions from Members.

The Working Group noted that a staff protocol was operating in respect of responding to enquiries/questions received from AMs/MPs. The Working Group was advised that a session is included in the Staff Induction Programme regarding the role of members. No such protocol existed in respect of questions etc received from Members. It was commented that if enquiries/questions were tracked by the Member Support Unit frequently asked questions could be highlighted and also responses tracked.

It was agreed that:

- i. a staff protocol should be developed in respect of responding to enquiries/questions from Members. The draft would be considered by the Working Group.

5.	INFORMATION FOR NEW PORTFOLIO HOLDERS	MDWG11-2016
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The Working Group received the revised draft Information for New Portfolio Holders [copy filed with signed notes].

The Group noted that further work was being undertaken. Once this had been completed the revised draft would be shared with Portfolio Holders for comment and then brought back to the Group for further consideration.

6.	INDUCTION PROGRAMME 2017	MDWG12-2016
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The Working Group considered the Council's 2012 Induction Programme and the draft Welsh Local Government Association's [WLGA] – Induction for New Members in 2017.

The Working Group agreed that the Induction needed to provide New Members with essential information to start in their roles but they should not be bombarded with too much information in the initial weeks. Members noted the WLGA's suggestion of a Market Place induction, which seemed a useful way forward. It was considered that due to the geography of the County, having a Market Place on Full Council days might be a way forward.

Comment was made that a list of terms, phrases and acronyms would be useful to a new Member. It was noted that details of the Induction Programme would

be made available in candidate packs, so that they were aware of the requirements if they were elected.

The support available at election night to Members who were defeated was highlighted as something which could be considered. It was noted that Political Groups may provide support but this would be reviewed.

It was agreed that:

- i. Officers would develop a draft Induction Programme and consider how a Market Place programme would work.

County Councillor L V Corfield (Chair)