

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**11 JULY 2013**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES**

**ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY**

**1. Purpose of Report**

- 1.1 To consider the draft Elected Member Learning and Development Strategy attached as Appendix 1, propose appropriate amendments (as necessary) and endorse its submission to Council for approval on 24 July 2013.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

- 2.1 Elected Members have a wide range of roles and responsibilities that they are expected to undertake. The Elected Member Learning & Development Strategy provides a framework for the development of key skills and knowledge of all Elected Members and will assist in the achievement of all Corporate Priorities.

**3. Background**

- 3.1 At the meeting on 6 March 2013, Council approved the Authority's intention to make a submission for the Welsh Local Government Association (WLGA) Charter for Member Support and Development. One of the requirements of the Charter is for a Member Development Strategy to be approved by Council.

**4. Current situation / proposal**

- 4.1 The Member Learning and Development Strategy has been drafted to provide a framework which sets out the structure of Elected Member Learning & Development from their election and during their term of office.

- 4.2 The proposed Strategy is divided into the following 5 phases:

1. Administration - to establish the newly Elected Members within the Council
2. The Essentials - to provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business
3. The Core Functions - to provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members in their wards and on the committees they are appointed to.
4. Identifying the needs of the individual Councillors – the provision of Personal Development Reviews (PDR) with either an Elected Member peer or with assistance from suitably trained officers as soon as possible. This will be

“dovetailed” with Member Mentoring and the use of the Personal Development Portfolio (PDP) process

5. Continuing Development - to provide Elected Members with knowledge and skills relating to:
  - leading the community,
  - working with external partners
  - developing those individual and specialist requirements identified within the PDR process and
  - learning and development identified by the Democratic Services Committee.

4.3 A key component in the successful delivery of this strategy is to encourage every individual Elected Member to engage with the various Member Development processes. This includes:

- the identification of appropriate learning and development opportunities;
- active participation in Member Development activities such as Personal Development Reviews (PDRs) and learning events and,
- involvement in the evaluation of the Strategy to ensure that the desired outcomes are achieved.

4.4 It should be noted that in the first year after the election, Member Development activities have been primarily for information provision, process development and charter preparation which were delivered in-house or by Organisation Development (OD). The focus for co-ordinating Member Development has now changed from a joint arrangement with OD, to Democratic Services leading the provision of activities. The type of member development activities has also developed to wider in-depth topics at a local level and more topics which relate to regional and national issues.

4.5 It is envisaged that the strategy and associated annual budget will facilitate a total of 11 monthly Member Development opportunities as follows:

- 6 events being provided by external facilitators
- 2 events delivered on a regional basis
- 3 events would be provided by Directorates linked to their service areas

4.6 There will be support for individual member training activities with the attendance at any individual activity being agreed by Group Leaders and co-ordinated by the Head of Democratic Services.

4.5 It is anticipated that the Democratic Services Committee will provide direction for the Member Development activities that need to be undertaken and to ensure that the development needs of Elected Members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the strategy that is undertaken.

## **5. Effect upon Policy Framework & Procedure Rules**

5.1 There is no effect on the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equalities implications in respect of this report.

## **7. Financial Implications**

7.1 All activities described in this report will be met from existing budget provisions and as outlined in the Resources Section on Page 11 of the Elected Member Learning & Development Strategy.

## **8. Recommendation**

8.1 It is recommended that the Democratic Services Committee:

8.1.1 Consider the Elected Member Learning & Development Strategy attached as Appendix 1;

8.1.2 Consider whether it wishes to propose any appropriate amendments to the Strategy and

8.1.3 Endorse the submission of the agreed Elected Member Learning & Development Strategy to Council for approval at its meeting on 24 July 2013.

**P A Jolley**

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**05 July 2013**

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**Background documents** – None