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Bridgend County Borough Council



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Rhowch wybod i ni os mai Cymraeg yw eich  
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**Cyfarwyddiaeth y Prif Weithredwr / Chief  
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /  
643147 / 643694

Gofynnwch am / Ask for: Mr Mark Anthony Galvin

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Date Not Specified

Dear Councillor,

**DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held in the Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 26 May 2016 at 14:00**.

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members
2. Declarations of Interests
3. Approval of Minutes 3 - 8  
To receive for approval the minutes of a meeting of the Democratic Services Committee held on 5 November 2016
4. Service and Performance Updates 9 - 16
5. Potential Candidate Event 17 - 20
6. Review of the Elected Member Learning & Development Strategy and the Elected Member Induction Programme 21 - 42
7. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**K Watson**

Chief Officer, Legal, HR & Regulatory Services

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Councillors:  
DK Edwards  
L Ellis  
N Farr  
CA Green

Councillors  
M Gregory  
P James  
RC Jones  
M Reeves

Councillors  
G Thomas  
JH Tildesley MBE  
E Venables

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 5 NOVEMBER 2015 AT 2.00 PM

Present

Councillor JH Tildesley – Chairperson

DK Edwards  
RC Jones  
E Venables

N Farr  
JR McCarthy

P James  
M Reeves

RM James  
G Thomas

Officers:

Gary Jones - Head of Democratic Services  
Mark Galvin - Senior Democratic Services Officer - Committees

88. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Member for the reason so stated:-

Councillor C A Green - Holiday

89. DECLARATIONS OF INTERESTS

None.

90. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee dated the 28 May 2015 were approved as a true and accurate record, subject to it being noted that Councillor D K Edwards had given his apologies for absence at this meeting which had not been reflected in the Minutes.

91. SERVICE AND PERFORMANCE UPDATES

The Head of Democratic Services presented a report, the purpose of which, was to update the Democratic Services Committee with performance information relating to different elements of support provided to Elected Members.

The report covered the following areas which the Head of Democratic Services gave a update :-

- Member Referrals
- Pre-Council briefings
- Member Development
- Annual Reports
- Personal Development Reviews
- Modern.Gov Update
- Welsh Language Standards
- Webcasting

- Members ICT Forum
- Democratic Diversity
- Member Support Officer Network

In terms of Member Referrals, Members queried if these could be left open indefinitely, i.e. until such time that the referral has been followed-up and acted upon and completed fully by the appropriate Officer of the Council it had been referred to.

The Head of Democratic Services confirmed that it was normal custom and practice to leave referrals open for a period of 3 months, though there was scope if the referral was not completed, to re-initiate the referral after a further 3 months.

A Member pointed out that she normally took up any constituents queries or complaints directly with the appropriate Department as opposed to going through the Members referral system, though she was aware that this method would not be recorded as a 'hit' for her on the Members referral system, where data was collated and available for inspection.

The Head of Democratic Services confirmed that if the Officer was contacted directly by the Elected Member then the referral could be retrospectively logged by the officer to allow the referral to be included on the system for information and completeness.

A Member recognised that a significant volume of work was committed to the Member referral system by Officers in the Democratic Services Section, however, he felt the system was important, as it gave an audit trail in terms of matters raised by constituents having been followed-up, so that the Member can then go back to the constituent with feedback on the referral.

A Member suggested that it may be advisable to approach other neighbouring local authorities to compare our procedures, practices and protocols with their own, to see if there may be a more effective method by which to deal with referrals.

A Member felt that there was no point in keeping a referral open, if this related to something that required a financial resource that the Directorate was unable to support due to budget restrictions under the MTFS.

The Chairperson advised that the number of referrals processed over the last few years was as follows:-

- 2012 – 2,972
- 2013 – 3,287
- 2014 – 2,513
- 2015 - 1,842 (to date)

Members concluded the debate by requesting the Head of Democratic Services to look into the current process being undertaken in respect of the Member referral system, in order to establish if it could be improved. Assistance should be sought from ICT and other Departments, to consider possible options to keep referrals open for longer of time using reminders which would minimise the need to administrative support.

Paragraph 4.2.3 of the report then showed the Pre-Council briefings topics that had been put forward or requested.

Members felt that the item on Domestic Violence should be prioritised, as should two further listed items, namely the South Wales Fire and Rescue Service item and Digital

Transformation. It was also requested that two further items be added to this list on the topic of Mental Health Friends and the Military Preparation Training College. It was the opinion of Members also, that the pre-Council presentation in respect of an update on the Cultural Trust could be considered instead as a Member development training session.

With regard to Member Development training sessions held this year to date, as outlined in paragraph 4.3 of the report, the Committee felt that the attendance by Members at these was overall a little disappointing, and therefore, it was suggested that Group Leaders be approached to encourage their Members to increase and improve attendance at these events in the future, particularly as there was cost implication to the Authority in relation to arranging and holding these sessions.

Paragraph 4.3.3 of the report then listed topics for future delivery in the form of twice repeated hour sessions, or as part of a Round Robin event. Members agreed to add the following topics to this list:-

1. Awen Trust (follow-up)
2. Feedback on the Scrutiny Annual report
3. Human trafficking
4. Update on Gypsy Travellers
5. Radicalisation of Young People (PREVENT)

RESOLVED:

- (1) That the report be noted
- (2) That the Head of Democratic Services investigates any possible refinements that could be made to the Member Referral System, and in turn, reports feedback on this to Members at the next scheduled meeting.
- (3) That Members identified and prioritised topics to be delivered as Pre-Council briefings and Member Development sessions, as detailed above, and contained in the report.

92. CONSULTATION - INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT REPORT 2016-17

The Head of Democratic Services submitted a report, which advised that the Independent Remuneration Panel for Wales (IRWP) had issued its Draft Annual Report for consultation. The purpose of the report was for the Committee to provide its views in respect of the draft report. A response would be submitted to the IRWP and the WLGA by the deadline of 30 November 2015. The draft report was attached to the main covering report at Appendix A.

The Head of Democratic Services gave a resume of the report, and reiterated the following for the benefit of Committee Members:-

1. The basic salary to all elected Members would remain unchanged
2. The Leader's salary would remain unchanged
3. The Deputy Leader's salary would be slightly reduced as per the report
4. Four Cabinet Members salaries would remain at £29k, with any further Cabinet Members salary being reduced to £29,600
5. No changes to Mayor's or Deputy Mayor's salary allowance

6. Two proposed levels of remuneration for Chairpersons of Committees i.e. Level 1 £22k and Level 2 £20k
7. An allowance of £20k (reduced from £22k) for the Leader of the largest opposition group to the majority group
8. No changes to remuneration for Committee Co-opted Members

The remainder of the report related to information Supporting the work of local authority Elected Members; reimbursement of travel, subsistence and care costs when on official business, payments to members of Town/Community Councils and salaries of Heads of Paid Service.

The Head of Democratic Services advised Members that compliance in respect of the IRPW requirements remained extant, and that it should be noted that earlier this year the IRPW identified Bridgend's Schedule of Remuneration as an exemplar of good practice, and this was circulated to all Local Authorities in Wales.

A Member felt that whilst the IRWP had been established primarily to look at Councillors allowances, he considered that the Panel seemed obliged each year to alter in some way or another these allowances. He also added that whilst they were looking to reduce allowances in some way or another for local government Members, allowances for Welsh Assembly Government Members were increasing. He asked how much the proposals would save the Authority.

The Head of Democratic Services confirmed that if the proposals in the report were to materialise, the adjustments to allowances would save the Authority around £25 - £30k a year.

A Member stated that some of the proposals under valued the Chairpersons of statutory and/or regulatory Committees, as opposed to Overview and Scrutiny Committees. The former Committees however, met more frequently, and made decisions that were challengeable through various types of appeal processes, i.e. the Licensing Sub-Committee, Appeals and Development Control Committee.

Members having considered the report, together with the Draft Annual Report of the IRPW (Appendix A to covering report), and having debated the matter

**RESOLVED:**

The Committee:

1. Provided views on the Draft Annual Report of the Independent Remuneration Panel for Wales, along the lines as expressed above.
2. Supported the WLGA's request to meet with the Independent Remuneration Panel for Wales
3. Supported the position that the WLGA write to the Minister following the passage of the Local Government Bill proposing a moratorium on any changes. This should be set in the context for the need for continuity on Local Government remuneration frameworks in the run up to whatever reorganisation proposals emerge as a consequence of the Assembly Elections in 2016, and for the remaining duration of the current local government term.

4. Supported the WLGA's request that a fuller review could occur at a later stage in light of other factors such as proposals which may emerge from the Local Democracy and Boundary Commission on the number of Councillors in Wales.

93. DEVELOPMENT OF AN ELECTED MEMBER LONE WORKING POLICY

The Head of Democratic Services submitted a report, the purpose of which, was to request the establishment of a cross party working group consisting of 6 Members of the Committee, to undertake a collaborative risk assessment and to assist in the development of an Elected Member Lone Working Policy.

The report gave some background information, following which it was confirmed that elected Members routinely work alone and as a result of this, may be open to placing themselves in vulnerable positions, for example, through visiting constituents at their home.

Paragraph 4.3 of the report stipulated that undertaking appropriate risk assessments should identify the typical hazards which elected Members may face when working alone, as were exemplified in this section of the report.

The Head of Democratic Services confirmed that the cross working party would undertake a collaborative elected Member Lone Working Risk Assessment, and assist in the development of an elected Members Lone Working Policy.

He added that it would be of benefit also, if one of the Members of the group so established had attended the Dealing with Conflict Member Development session in 2013. He further added that a provisional date had been arranged for the first meeting of this Working Group i.e. 16 November next at 10.00am in these offices.

Following discussion on this item, Members

RESOLVED: That the Committee agreed to establish a cross party Working Group comprising of the following Members to undertake a collaborative Risk Assessment and assist in the development of an elected Members Lone Working Policy:-

Councillor J H Tildesley  
Councillor M Reeves  
Councillor J R McCarthy  
Councillor C A Green or Councillor E Venables  
Councillor R C Jones  
Councillor R M James

94. URGENT ITEMS

None

The meeting closed at 4.08 pm

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

26 MAY 2016

#### REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

##### SERVICE AND PERFORMANCE UPDATES

##### 1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee of the performance of services provided to Elected Members.

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

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background

- 3.1 At the previous meeting of the Democratic Services Committee a number of queries were raised regarding the provision of support to Elected Members. These queries were passed to the relevant departments and organisations for clarification and provision of information.

##### 4. Current situation / proposal

##### 4.1 Member Referrals

##### 4.1.1 Service Performance – Member Referrals

- 4.1.2 The following table details the number of Member Referrals made to Directorates / Departments and the completion times for referrals created between 01 April 2015 and 31 March 2016.

Directorate	Total Referred	% In 10 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	2	0.00%	50.00%	2	100.00%
Education & Transformation	56	61.82%	74.55%	55	98.21%
Communities	1560	45.12%	75.87%	1474	97.00%
Resources	95	60.19%	87.95%	91	98.58%
Wellbeing	98	64.58%	87.50%	96	97.96%
LARS	127	47.61%	79.02%	125	99.44%
External	170	52.15%	67.55%	165	96.38%
Totals:	2052	53.54%	80.33%	2008	98.22%

4.1.3 The following table shows the overall monthly completion statistics for referrals between 01 April 2015 and 31 March 2016.

Month	Referred	Completed	Ongoing	Percentage
January	233	228	5	97.85
February	188	181	7	96.28
March	170	147	23	86.47
April	177	177	0	100.00
May	165	165	0	100.00
June	192	192	0	100.00
July	212	212	0	100.00
August	124	124	0	100.00
September	175	175	0	100.00
October	153	149	4	97.39
November	150	149	1	99.33
December	113	109	4	96.46
<b>Totals:</b>	<b>2052</b>	<b>2008</b>	<b>44</b>	

4.1.4 This shows that there were approximately 100 less referrals last year than the previous year. Completion rates in 2015/16 fell to 96.46% from the 99.66% for the previous year. However the 10 day and 20 day completion rates have increased from 48.58% and 74.69% in 2014/15 to 53.54% and 80.33% in 2015/16.

4.1.5 Provisional plans to update the referrals system have now been superseded by the corporate restructure which was implemented on 13 April 2016. There has also been a request that the referrals system be used to identify potential topics for Scrutiny consideration. It is hoped that the planned changes and the required revisions to the referrals system will be implemented as soon as possible.

4.1.6 To achieve these outcomes it may be necessary to revise the process used by Elected Members for the recording of referrals to enable a more detailed analysis of the referrals data to be undertaken.

## 4.2 Member Development Programme

4.2.1 The following member development activities have been held since the last meeting of the committee:

<b>Pre Council Briefings</b>			
<b>Topic</b>	<b>Date</b>	<b>Total attendance</b>	<b>Percentage attendance</b>
City Deal	25-Nov-15	35	64.81%
Transport & Waste Update	16-Dec-15	29	53.70%
South Wales Fire and Rescue Service	20-Jan-16	37	68.52%
Citizens Advice Bureau - Communities First	17-Feb-16	32	59.26%
Welsh Language Standards	10-Mar-16	13	24.07%
Digital Transformation	13-Apr-16	32	59.26%
		<b>Average</b>	<b>54.94%</b>

<b>Member Development Sessions</b>			
<b>Topic</b>	<b>Dates(s)</b>	<b>Total attendance</b>	<b>Percentage attendance</b>
Workshop on Waste	27-Jan-16	24	44.44%
Treasury Management	10-Feb-16	15	27.78%
Local Government Bill	12-Feb-16	38	70.37%
Social Services & Wellbeing Update	16-Mar-16 23-Mar-16	28	51.85%
Carbon Reduction Training	07-Apr-16 24-Apr-16	15	27.78%
		<b>Average</b>	<b>44.44%</b>

4.2.2 As identified in the Elected Member Learning and Development Strategy the topics for inclusion in the member development programme are anticipated to include regional or national topics.

4.2.3 Pre council Briefings

4.2.4 The following Pre Council briefings are being planned:

- 8-Jun-16            Addressing Bullying in Schools
- 6-Jul-16            Central South Consortium
- 7-Sep-16            Anti-Slavery and Human Trafficking

4.2.5 The following Pre-Council briefings have been identified for delivery in due course:

- |                                    |   |                                 |
|------------------------------------|---|---------------------------------|
| a) Update on the Cultural Trust    | - | (Democratic Services Committee) |
| b) Domestic Violence Update        | - | (Democratic Services Committee) |
| c) National Autistic Society Cymru | - | (Cabinet Member Resources)      |
| d) Ty Elis Counselling Service     | - | (Cabinet Member Resources)      |
| e) Dark Skies                      | - | (Cllr E Venables)               |
| f) Lessons from Fukushima          | - | (Cllr EP Foley)                 |

- g) Dementia Friendly Communities - (TCC Forum)
- h) Community Health Council - (Chief Executive)

4.2.6 The Committee is requested to identify any additional topics other than those listed in paragraph 4.2.5 to be delivered as Pre-Council briefings and to prioritise those topics accordingly.

#### 4.2.8 Member Development Activities

4.2.9 The following Member Development topics have been identified:

- a) Wellbeing and Future Generations Act
- b) Elective Home Education,
- c) Highways & Depot Rationalisation
- d) Equalities Data
- e) Equalities and Diversity
- f) Data Protection
- g) Procurement Portal
- h) Libraries Update
- i) Anti-slavery & Human trafficking
- j) Update on Gypsy Travellers
- k) Radicalisation of Young People (PREVENT)

4.2.10 The Democratic Services Committee is requested to identify any additional topics for delivery either as a repeated Member Development session or as a round robin event. The Committee is requested to prioritise activities accordingly.

#### 4.2.11 Development Control - Member Development Activities

The Development Control Committee have scheduled the following Development Control related development sessions:

The Historic Environment	-	23 May 2016	10.00am - 12.30pm
Designing out crime	-	09 Jun 2016	12.45pm – 1:30pm
Developments of National Significance	-	07 Jul 2016	12.45pm – 1:30pm
LDP review workshop	-	04 Aug 2016	12.45pm – 1:30pm

4.2.12 All Elected Members are able to attend these sessions but Planning officers would appreciate being informed of any Elected Members who are not on the Development Control Committee that wish to attend these events.

#### 4.3 Annual Reports

4.3.1 The Committee is reminded that all Elected Members are provided with the opportunity to complete an Annual Report for the previous year's activities but all senior salary holders are expected complete annual reports. Details of the number of members who have published their annual reports are reported to the Independent Remuneration Panel (IRP) for Wales.

4.3.2 In the 2014/15 period, 21 Elected Members completed their Annual reports which were subsequently published on the Bridgend County Borough Council website.

4.3.3 The percentage of annual reports completed since the 2012 Local Government elections is as follows:

2012-13	2013-14	2014-15
96.15%	56.60%	41.18%

4.3.4 Members are requested to complete their annual report for 2015/16 and submit them to the Democratic Services Team using the [membersbcbc@bridgend.gov.uk](mailto:membersbcbc@bridgend.gov.uk) email address. The reports will be checked for formatting prior to publication to the BCBC website by 02 September 2016.

#### 4.4 Personal Development Reviews (PDRs)

4.4.1 Elected Members are also provided with the opportunity to undertake PDR's. The completion of PDRs is carried out as part of a peer review process with the allocation of appraiser and appraisee co-ordinated by political groups. Once PDR's are completed they are requested to be copied to the Head of Democratic Services to assess any training identified and which could be included in the Member Development Programme.

4.4.2 It is hoped that all PDRs will be completed by 02 September 2016. In the previous period very few members completed PDR's were copied to the Head of Democratic Services but it is hoped that this number will increase in the forthcoming year.

#### 4.5 Town & Community Council (TCC) Website Grants

4.5.1 Democratic Services is currently facilitating the administration of a Welsh Government Grant to provide £500 to each TCC within the County Borough to develop their web presence.

4.5.2 To date, 14 of the 20 TCCs have completed the grant agreement and have submitted claims which have been paid.

4.5.3 The closing date for applications for this grant was 31 March 2015 but the Welsh Government has agreed that the deadline can be extended and all efforts are being made to encourage Town and Community Councils to submit appropriate grant applications

#### 4.6 Webcasting

4.6.1 Webcasting facilities have now been installed and are operational. As at 31 March 2016 Bridgend had broadcast a total of 20 hours and 44 minutes of meetings. This is 29 hours and 16 minutes less than the expected 50 hours to be broadcast in 2015/16.

4.6.2 The following table shows the meetings which have been webcast and the respective viewing information for each meeting as at 29 April 2016.

Committee	Date	Total Views	Unique Views
Development Control Committee	07-Jan-16	851	486
P&G Overview and Scrutiny Committee	14-Jan-16	471	300
CYP Overview and Scrutiny Committee	21-Jan-16	415	318
CEL Overview and Scrutiny Committee	27-Jan-16	344	233
Audit Committee	28-Jan-16	376	261
CRI Overview and Scrutiny Committee	09-Feb-16	340	181
ASC Overview and Scrutiny Committee	11-Feb-16	242	179
Development Control Committee	18-Feb-16	261	153
Cabinet	01-Mar-16	285	208
Council	10-Mar-16	397	229
Development Control Committee	31-Mar-16	139	83
<b>Total as at 29 April 2016</b>		<b>4121</b>	<b>2631</b>

4.6.3 It has previously been agreed that every Development Control Committee meeting will be webcast. The programme of other meetings to be webcast is being reviewed with the intention to webcast those meetings which will be of significant public interest and which are likely to optimise the potential viewing figures. Efforts will also be made to effectively utilise the unused capacity from the 2015/16 period.

4.6.4 There will be approximately 65 hours available to webcasting meetings or other activities for each of the 2016/17 and 2017/18 periods.

4.6.5 There has been limited feedback from the public regarding the webcasting but initial comments have been positive and have included:-

*“Thank you for sending the live web link for today’s Committee meeting, which I must admit was excellent”*

Other positive anecdotal comments have been received and the Authority will continue its ongoing webcasting review and identify cost effective improvements to the webcasting service.

#### 4.7 Lone Working Protocol

4.7.1 Work is progressing on addressing issues identified by the Elected Member Lone Working group. Procedural issues regarding the use of I-Call are still being considered. Once these matters are appropriately addressed it is hoped that the protocol will be made available to all Elected Members.

#### 4.8 Modern.gov Update

4.8.1 The Modern.gov software continues to be developed with the latest update being the inclusion of data to provide a postcode search to “Find my Councillor”. The software postcode search facility is awaiting activation but should be available shortly.

4.8.2 The plan for the implementation of the e-report approval process is continuing but has been delayed due to the corporate restructure approved by Council on 13 April 2016. The implementation of the electronic process is expected to be completed during this financial year.

#### 4.9 Members ICT Forum

4.9.1 Following the Annual Meeting of Council changes are likely to the membership of the Members ICT Forum. Group Leader's will be contacted shortly to confirm their representatives on the group. Elected Members will be invited to inform their Group Leaders if they are interested in participating in this group.

4.9.2 The next meeting of the Forum is currently planned for 16 June 2016 but this date may need to be revised. It is anticipated that the next meeting will start the review of the ICT provision for Elected Members in readiness for the 2017 Local Government elections. Provisional plans include an assessment of the current provision, consideration of the possible ICT options which may be provided and a technical trial to prove any potential solution.

4.9.3 The Democratic Services Committee is requested to fully engage in the planned review of existing ICT provision following the next meeting of the Members ICT Forum.

#### 4.10 Welsh Language Standards

4.10.1 The revised Welsh Language Standards came into force for the Authority on 30 March 2016 with the majority of the standards implemented.

4.10.2 A number of the standards were appealed by this Authority and were submitted to the Welsh Language Commissioner. The appealed standards are now in suspension until a determination by the Commissioner has been made.

#### 4.11 Town & Community Council Charter

4.11.1 The Town and Community Council Forum recently endorsed the revision of the Town and Community Councils Charter. The revised Charter is designed to build on existing good practice and embrace feedback from all partners in Bridgend County Borough. It will reflect the shared principles of openness, honesty and our common priorities of putting citizens at the centre and encouraging democratic participation.

4.11.2 The following key changes to the Charter have been made:

- a) The revised Charter identifies focal points and methods of communication between Bridgend County Borough Council (BCBC) and the TCCs.
- b) The Charter would be reviewed annually to ensure that it remained current and reflected the developing relationships between Councils.
- c) The Charter to become a standard agenda item for the TCC Forum meetings.
- d) Officer representatives of BCBC and the TCCs to meet quarterly to provide share information and provide support on matters of mutual interest.

4.11.3 The re-design and translation of the revised charter document is being undertaken.

It is hoped that the revised charter will be approved by all Councils within Bridgend County Borough and a formal signing of the Charter will take place later this year.

## **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.

## **8. Recommendations**

8.1 The Democratic Services Committee is recommended to note the contents of the report and to:

- Identify any additional topics and prioritise all pre-Council briefings;
- Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly.

**P A Jolley**

**Corporate Director – Operational and Partnership Services**

**19 May 2016**

**Contact Officer:** Gary Jones Head of Democratic Services

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**E-mail:** [Gary.Jones@Bridgend.gov.uk](mailto:Gary.Jones@Bridgend.gov.uk)

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Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents** – None

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

26 MAY 2016

#### REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

##### POTENTIAL CANDIDATE EVENT

##### 1. Purpose of Report.

- 1.1 The purpose of this report is to seek the views of the Democratic Services Committee regarding the provisional plans to provide a 'Potential Candidate' event, for anyone considering standing as a Bridgend County Borough Council Councillor at the Local Government Elections in 2017.

##### 2. Connection to Corporate Plan / Other Corporate Priority.

- 2.1 The report details the support to be provided to Elected Members and assists in the achievement of all of the following corporate priorities:

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

- 2.2 Although the duty to promote local democracy has been removed from Local Authorities in Wales, this proposal would present a timely opportunity to meet the aims of the Electoral Registration Officer to:

- Plan and deliver public awareness activities for the elections
- Provide accessibility of information to electors
- Communicate information to candidates and agents.

##### 3. Background.

- 3.1 Local Democracy Week is held every year in October with the purpose of:

- strengthening links between elected representatives and their communities
- increase participation in the democratic process
- involvement of citizens in community affairs

- increase their knowledge of local democratic institutions and processes

3.2 With the Local Government Elections in May 2017, this year's Local Democracy Week (10-16 October 2016) would be an appropriate time to begin preparations for the elections and to actively involve the electorate in the democratic process.

3.3 A similar event was held in 2011 and a total of 38 people attended the event which was well received. The feedback from those attending was very positive with comments including "Very satisfied; this was a very well organised enjoyable and informative event" and "I thoroughly enjoyed this session, it was informative and gave me a real insight into the role". Attendees also suggested other possible activities for the future Local Democracy events which included the shadowing of a councillor for a day. A number of the attendees were subsequently elected as BCBC Councillors.

3.4 The WLGA and the Member Support Officer Network have planned to co-ordinate the promotion of the Local Government Elections in 2017 throughout Wales during local democracy week. This will provide a range of events which will encourage the participation of the public and political parties in the democratic process and increase the awareness of the election.

#### **4. Current situation / proposal.**

4.1 It is proposed that Bridgend County Borough Council hold Potential Candidate awareness session(s) during Local Democracy Week which can be attended by any constituents of the County Borough of Bridgend.

4.1.2 Each event would take approximately three hours and comprise two parts. The first part would outline information about the role of the councillor and the functions of the Council. The second part would provide information regarding how an individual becomes a candidate at the election and the processes for being elected.

4.1.3 The session(s) are planned to provide information and not to be political. If potential candidates require further information regarding political parties they can be signposted to political representatives outside of these events.

4.1.3 The following general topics are planned to be included:-

##### Part 1

- Overview of the services provided by BCBC
- The role of a BCBC councillor
  - The time commitment for councillors
  - Ward work
- An overview of the decision making process
- An overview of the Code of Conduct
- The support provided to elected Member

Break approx. 30 minutes

##### Part 2

- Overview of the Electoral roles and responsibilities
- Standing for election

- Qualification
- Nomination
- Uncontested elections
- Restrictions and offences

- Sign posting for further information
  - Elections team
  - Political groups
  - Electoral Commission
  - “Be a Councillor” WLGA handbook

4.1.4 The events are planned to be as interactive as possible in order to engage effectively with those attending and to aid their understanding of the subject matter.

#### 4.2 Delivery

4.2.1 The sessions are to be fully developed by officers from Electoral and Democratic Services and it is hoped that additional support would also be provided at each event from:-

- cross party representation from existing councillors to utilise their “real-life” experience to bring the event to life for those attending. Elected Members may also be involved in informal discussions during the break.
- Returning Officer, Deputy Returning Officer or suitable representatives

#### 4.3 Promotion and publicity

4.3.1 Initial discussions with the Marketing and Engagement Team suggest that these event(s) would stimulate positive interest from constituents of the County Borough. Opportunities to publicise the event could be provided via the BCBC website, press releases, local media (newspapers and radio) and social media.

4.3.2 Other bodies such as the political groups and Town and Community Councils could be informed of the event with the aim of attracting those councillors and party members that are already planning to stand as Borough Councillors.

4.3.3 The level of interest from the public to participate in the event(s) cannot be gauged at this time. The publicity for the events would request that those wishing to participate, register their interest in attending in the event and confirm that they were considering standing in the Local Government Elections in May 2017.

4.3.4 This would assist in identifying the levels of engagement and participation for each event and prevent over subscription which would enable the necessary costs and resources to be managed more effectively.

#### 4.4 Location, timings and venues

4.4.1 The event(s) is planned to be held in the Council Chamber which could facilitate approximately 60 people at each event.

4.4.2 It is proposed that these sessions be held in the early evenings starting at

approximately 4.00pm This will provide wider scope of access for those people interested in participating in these events who are currently working or have childcare issues to consider.

4.4.3 Venue arrangements will need to be agreed with the facilities team to ensure that there is appropriate access and support at the Civic Offices.

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

None

**6. Equality Impact Assessment**

6.1 An Equality Impact Assessment will be undertaken prior to any events taking place.

**7. Financial Implications.**

7.1 A detailed assessment of the costs which may be incurred will be completed following consideration of the proposals by the Democratic Services Committee. The following expenditure is likely to be incurred and will be met from the Member Development Revenue budget:

- Venue fees including light refreshments
- Documentation including Welsh Translation
- Advertisement and Promotion
- Specialist support for attendees

**8. Recommendation.**

8.1 That the Democratic Services Committee considers the proposals for Potential Candidate event(s) planned to take place in Local Democracy Week 2016.

**P A Jolley**  
**Corporate Director – Operational and Partnership Services**  
**19 May 2016**

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**Background documents** – None

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

26 MAY 2016

#### REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

#### REVIEW OF THE ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY AND THE ELECTED MEMBER INDUCTION PROGRAMME.

##### 1. Purpose of Report

1.1 The purpose of this report is to:

- a) review the Elected Member Learning and Development Strategy attached at Appendix 1
- b) Consider the Welsh Language Government Association (WLGA) Model:- Local Authority Councillor Year-Long Induction Programme attached at Appendix 2.

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

2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background

3.1 The Democratic Services Committee considered the Draft Elected Member Learning & Development Strategy at its meeting on 11 July 13 and endorsed the report for submission and approval by Council.

3.2 The Elected Member Learning & Development Strategy was approved by Council on 24 July 2013. Since that date, it has provided the framework for which provision and delivery of Member Development for Elected Members from induction and throughout their term of office.

##### 4. Current situation / proposal

- 4.1 The Strategy is coming towards the end of its effective life and in preparation for the 2017 Local Government Elections and the subsequent induction of newly elected members a review of the strategy and its effectiveness is required.
- 4.2 The Democratic Services Committee is requested to consider the strategy and consider if it has met the following expectations and outcomes:

Expectations:

- There is a planned and structured approach to Elected Member learning and development.
- Elected Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member.
- Learning and development, wherever possible, is linked to the roles of Elected Members.
- Access to learning and development activities is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- All Members will have access to a Personal Development Review (PDR) process that identifies learning and development needs with any additional support that may be required.
- All Members will have the opportunity to compile a Personal Development Portfolio (PDP) which details their learning and development activities and records their achievements.
- The Member Development Programme will be produced and updated on a quarterly basis in order to support the Council's strategic plans, the roles and functions of Members and key changes affecting the Council's priorities.
- Member learning and development activity is adequately resourced within available budgets.

Outcomes:

Phase 1 – Administration

- All Acceptances of Office completed
- Member induction administration completed

Phase 2 – Essentials

- All Members have a basic knowledge of the Council and its structure and role
- Code of Conduct completed by all Members
- Elected Members are able to effectively undertake their role at Council meetings

### Phase 3 – The Core Functions

- Members understand their roles to which they have been appointed by Council or Cabinet
- Members understand their role in their wards
- Members are aware of their responsibilities when representing the Authority

### Phase 4 – Identifying the Needs of Individual Councillors

- Members undertake a PDR/TNA annually to identify their support and development needs
- Members have been offered a Member Mentor or suitably trained officer to assist their development

### Phase 5 – Continuing Development

- The Member Development Programme is compiled to meet Corporate and Elected Member priorities
- Member Development activities are relevant, cost effective and delivered to a high standard.
- The training and support provided meets the developing needs of Elected Members
- Collaboration with other Local Authorities will be considered for the delivery of learning activities where appropriate

- 4.3 The Committee is requested to consider if the strategy or the strategy document requires any amendment to ensure that the learning and development needs of Elected Members are met.
- 4.4 The WLGA and the Member Support Officer (MSO) Network have agreed a model Local Authority Councillor Year-Long Induction Programme as shown at Appendix 2.
- 4.5 The Model induction has identified key topics which should form part of the induction process including those topics which it considers should be mandatory training for Elected Members.
- 4.6 The Committee is requested to consider the Model Induction document and confirm that it will provide a suitable framework for the Elected Member induction following the 2017 Local Government Elections.
- 4.7 The Committee is also requested to identify any additional Member Development topics which should be included as part of the induction process and whether these topics should be designated as mandatory.
- 4.8 The considerations of the Committee will be used to inform appropriate amendments of the Elected Member Learning and Development Strategy and the plans for the induction of Elected Members following the 2017 elections.

## **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.

## **8. Recommendation**

8.1.1 The Democratic Services Committee is recommended to

- a) review the Elected Member Learning and Development Strategy attached at Appendix 1
- b) Consider the WLGA Model:- Local Authority Councillor Year-Long Induction Programme attached at Appendix 2.

**P A Jolley**  
**Corporate Director – Operational and Partnership Services**  
**19 May 2016**

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**Background documents** – None

**BRIDGEND COUNTY BOROUGH COUNCIL**

**ELECTED MEMBER  
LEARNING & DEVELOPMENT  
STRATEGY**

**2012-2017**



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## **Introduction**

Elected Members today face increasing challenges. Under the modernisation agenda, there are heightened expectations on them to undertake a diversity of roles ranging from that of community leader to assuming additional responsibilities within their Council. Throughout Wales, Authorities are striving to provide the best possible support for their Members to enable them to meet these challenges. This takes the form of skills and knowledge development, support facilities, and support services.

Increasing attention has been given to Elected Member Development. The Local Government (Wales) Measure 2011 directs that local authorities place more emphasis on Member Development. This supports the aims of the Wales Charter for Member Support and Development which was created to give structure and impetus to the growing body of support services for Elected Members within Welsh Local Government. The Charter has been developed collaboratively by the Welsh Local Government Association (WLGA), Members and Member Support Officers. It aims to provide a broad framework for local planning, self assessment, action and review. This can be enhanced by working together with relevant networks by comparison with other Authorities and in sharing good and innovative practice.

Bridgend County Borough Council currently holds entry level Charter Status. The Local Government (Wales) Measure 2011 and the Charter will provide focus and guidance for future work. The needs of Members in this Authority are of paramount importance.

The Elected Member Learning and Development Strategy sets out the development priorities for the induction of newly Elected Members, the identification of their development needs and the subsequent delivery of development activities.

The strategy will assist in equipping all Members with the necessary skills and knowledge to meet future challenges.

## **Expectations of the Elected Member Learning and Development Strategy**

Elected Members are an integral part of ensuring that the strategic aims and objectives of the Council are met and that high quality cost effective services are delivered to the residents of the County Borough of Bridgend.

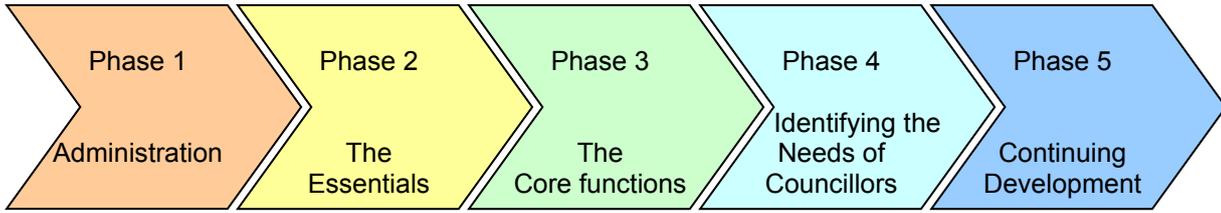
The Council is working to support the development of all of its Elected Members and to ensure that they are able meet the demands of their roles. Bridgend County Borough Council is therefore committed to ensuring that:

- There is a planned and structured approach to Elected Member learning and development.
- Elected Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member.
- Learning and development, wherever possible, is linked to the roles of Elected Members.
- Access to learning and development activities is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- All Members will have access to a Personal Development Review (PDR) process that identifies learning and development needs with any additional support that may be required.
- All Members will have the opportunity to compile a Personal Development Portfolio (PDP) which details their learning and development activities and records their achievements
- The Member Development Programme will be produced and updated on a quarterly basis in order to support the Council's strategic plans, the roles and functions of Members and key changes affecting the Council's priorities.
- Member learning and development activity is adequately resourced within available budgets.
- It is the intention of BCBC to gain the Welsh Local Government Association (WLGA) Charter for Member Support and Development.

### **A Phased Approach**

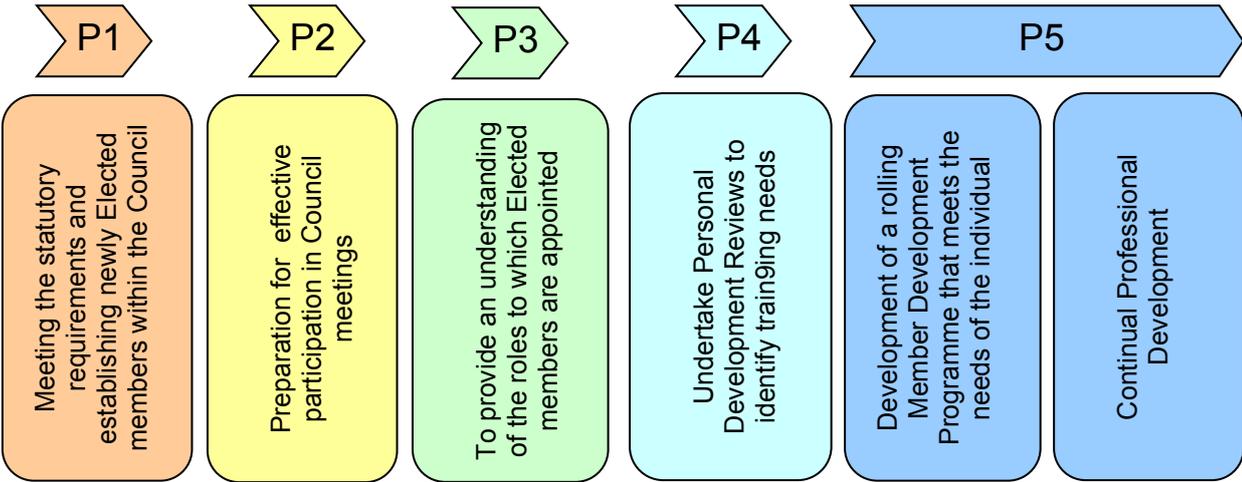
A systematic induction programme will be provided for all newly Elected Members. The initial induction and subsequent Member Development Programme will be delivered as part of the following phased approach:

# MEMBER DEVELOPMENT



## Core Learning

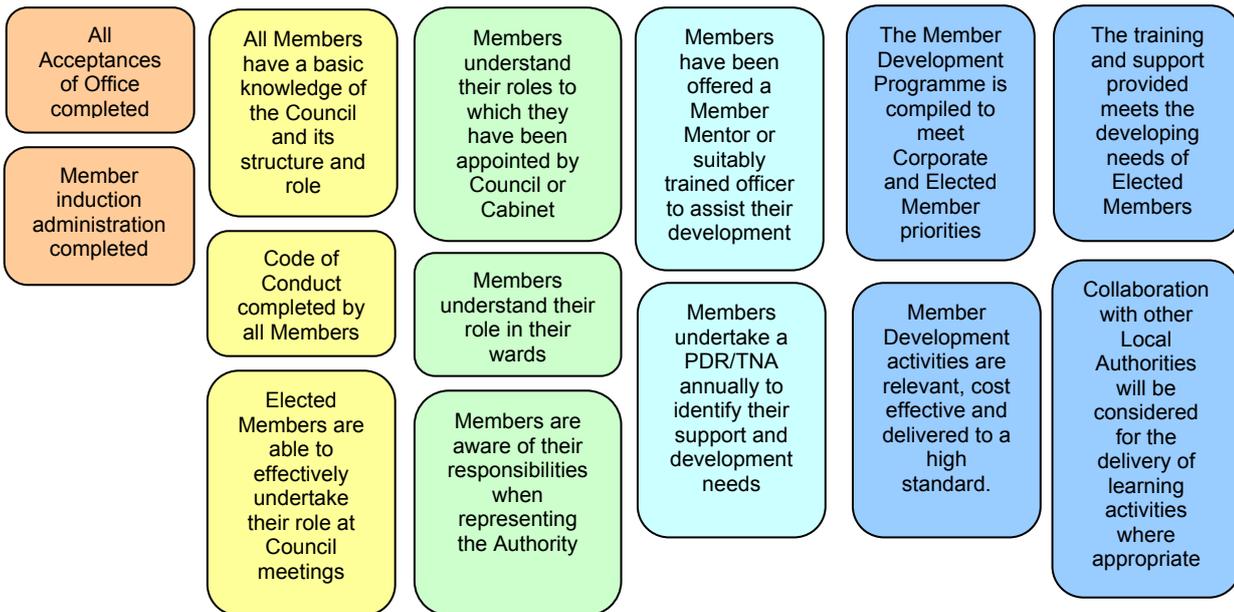
## Individual Learning



## Generic

## Bespoke

## Outcomes



Evaluation  
to ensure that the required outcomes are achieved

## **Roles and Responsibilities for Elected Member Learning and Development**

### Head of Democratic Services

The role of the Head of Democratic Services is to produce and monitor the Member Development Programme, to collate any identified learning and development needs, and to subsequently use these to inform and plan the on-going Member Development Programme.

### Democratic Services Committee

The Democratic Services Committee will provide direction to the Head of Democratic Services in respect of the development and support requirements of Elected Members. This will include the priorities for learning and development and appropriate use of the Member Development budget.

### Political Leaders

The role of political leaders from all groups is to pledge commitment to learning and development for Elected Members and to actively support and promote the Member Learning and Development Strategy.

### Directorates and Departments

Directorates and Departments are responsible for identifying and delivering service specific learning and development in co-ordination with the Head of Democratic Services and the Democratic Services Committee

### Individual Members

Individual Members are responsible for:

- identifying their own development needs;
- seeking opportunities to improve their effectiveness and increase their potential;
- attending arranged learning and development activities;
- sharing their knowledge and skills with their peers;
- reviewing their learning and development activities;
- applying the knowledge and skills developed through the activities; and for
- completing their Personal Development Reviews and Personal Development Portfolio.

### Co-ordination

The day-to-day co-ordination of learning and development activities will be the responsibility of the Head of Democratic Services and the Democratic Services Team in liaison with Organisational Development.

Details of each phase of the strategy are as follows:

## **Phase 1 - Administration**

To establish the newly Elected Members within the Council and will include:

- Fulfilling their statutory requirements regarding their Acceptance of Office and the declaration of Personal Interests,
- Creation of ICT accounts and identifying ICT equipment requirements
- The provision of personal information in order to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions.
- A briefing of the facilities available to Elected Members within the Authority
- Introduction to the Corporate Communications team and initial advice for dealing with the media
- An overview of Democratic Services to establish points of contact/liaison and support provided.
- The taking of official photographs for use on the BCBC website and ID cards

## **Phase 2 – The Essentials**

To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:

### **The Chief Executive:**

- Overview of the Council its services and structures
- Achievements and challenges for the Authority and services
- The Members role in the delivery of the vision for “working together to improve lives”

### **The Monitoring Officer:**

- Code of Conduct

### **Head of Democratic Services**

- Roles of and appointment to committees
- Meeting procedures including the council chamber voting system

## **Phase 3 – The Core Functions**

To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively.

- Audit Committee
- Development Control Committee
- Overview and Scrutiny Committees
- Democratic Services Committee
- Licensing Committee

- Appeals Panel
- Delegated Powers
- Chairing & Questioning Skills
- Referrals
- Ward Work

## **Phase 4 – Identifying the Needs of Individual Councillors**

With the possibility of a large number of new Elected Members after an election, it will be necessary to undertake a Personal Development Review (PDR) processes with either an Elected Member peer or with assistance from suitably trained officers as soon as possible. This will be carried out in conjunction with Member Mentoring and the use of the Personal Development Portfolio (PDP) process

### **Identification of learning and development needs**

Learning and development needs will be identified at a number of levels.

#### As an individual

- Newly Elected Members will have an opportunity to discuss their learning and development needs with a suitable mentor as part of their induction.
- As part of the PDR process where learning and development needs can be identified.

#### Role Specific

- Role descriptions will be used as an aid to identify development needs particularly during the PDR process.
- Members whose roles change will be required to review their learning and development needs.
- The identification of learning and development needs at political group level be achieved by consultation with the Head of Democratic Services and through the feedback from the Democratic Services Committee.

#### Corporate and Constitutional

- Member Development will be linked to corporate and constitutional priorities by the Head of Democratic Services in liaison with the Chief Officers, Heads of Service and the Democratic Services Committee.

#### Regional and National Initiatives

- Requests are often received from regional bodies or national organisations to provide development opportunities on key issues. These events will be integrated by the Head of Democratic Services into the Member Development Programme but may be in addition to the usual monthly activities.

## Mentoring

The formal mentoring of Elected Members by experienced Members is strongly recommended and will be offered to all newly Elected Members. This will enable the mentee to develop the skills, knowledge, understanding and behaviours required for the Elected Member role. This is not a prescriptive or directive relationship but one which allows the mentee to find their own way, guided by the mentor.

Guidance for Member mentors has been developed by the Welsh Local Government Association (WLGA). Some Member mentors have been identified and initial training has been provided by the WLGA.

Further recruitment of Member mentors will be undertaken to ensure that all Members are able to receive the appropriate level of support for their personal development. Workshops based on the WLGA guidance will be available for those identified to undertake a mentoring role.

Returning Members that do not require mentoring will be provided with the opportunity to discuss their personal development as part of the PDR process with an Elected Member peer or a suitably trained officer. These officers/peers will be able to assist Members with identifying their training needs, arranging attendance at events and updating their PDPs and undertaking PDRs.

## **Phase 5 – Continuing Development**

To provide Members with knowledge and skills related 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.

## **Member Development Activity Survey**

Elected Members will be surveyed shortly after their election to determine the number of topics, frequency and timings of development events that will be held each month. This survey will be repeated at the mid-point of a term of office or when requested to do so by the Democratic Services Committee.

The survey carried out in 2012 identified that:

- Members be provided with one Member development topic each month.
- the monthly topic will be delivered on two occasions - the second occasion being a repeat of the first.
- one of the sessions will be held on a Monday or Tuesday with the other session being held on a Wednesday or Thursday
- one of the monthly development sessions will start at 10.00 am with the other having a starting time rotating between 2.00 pm and 4.00 pm
- that the pre-council briefings be held at 2.00pm and be approximately 45 minutes duration.

These outcomes were approved by the Democratic Services Committee and were to be used when planning the Member Development Programme

### **Prioritisation of Member Development activities**

To manage and prioritise Member Development activities, all requests to provide training opportunities for Elected Members will include the following key information to assist when prioritising the delivery of Member Development events:

- The subject of the learning activity
- A brief outline description of the subject
- The requirement/justification to undertake this learning? i.e. is there a statutory requirement, is it part of an on-going initiative.
- Who forms the target audience? i.e. All Members, Scrutiny Members etc.
- What are the expected/desired learning outcome/objectives?
- Which officers/organisations will be delivering/facilitating this event?
- What is the anticipated duration of the session
- What type of training activity is suggested i.e. 1 hour presentation with questions, 45 minute briefing, 2 hour interactive workshop etc.
- How will this activity be evaluated to show that the anticipated benefits have been achieved

The Head of Democratic Services will evaluate all requests and recommend to the Democratic Services Committee how these requests should be prioritised in the Member Development Programme

### **Member Development Programme**

It will be the responsibility of the Head of Democratic Services to prepare the Member Development Programme in line with the priorities determined by the Democratic Services Committee. This will be a rolling programme that will confirm the Member Development events for the following three months with subsequent topics for further development activities being identified but not confirmed. This will allow the programme to be flexible and adapt to the changing needs and priorities of Elected Members and the Authority.

The programme may also identify topics and events that will be suitable for representatives from the Town & Community Councils to also attend.

### **Methods of learning and development**

A flexible approach to the delivery of learning and development opportunities will be adopted to meet the identified needs of individuals and groups. A variety of methods may be used to deliver these opportunities and could include: seminars, workshops, e-learning and briefing sessions. Where appropriate, shared Member and officer development activities will be encouraged.

Opportunities may arise for regional development activities to be undertaken. This will include topics of common interest on a regional or national basis. These events may reduce costs and enhance outcomes because of the diversity of knowledge and experience of attendees, whilst also providing an opportunity for cross-council communication and collaboration.

## **Access to learning and development opportunities**

All Elected Members will have:

- the opportunity to benefit from learning and development opportunities, regardless of ability, race, colour, national ethic or social origin, gender, sexuality, sexual orientation, religion, age, disability, political or other personal beliefs.
- equal access to information relating to learning and development opportunities.
- equal access to participation in learning and development opportunities, taking into account the needs of their roles and responsibilities throughout their term of office with Authority, and their personal learning needs.

## **Attendance at Member Development Events**

The Member Development Programme will be approved by the Democratic Services Committee and published on the Member Zone and in the Bridgemembers magazine. Announcements will also be made at Council meetings to advise Members of forthcoming Member Development events

Member Development events will be placed in individual Elected Members electronic calendars. Members will be requested to select the appropriate event to attend by accepting or declining the appointment. It is vital that these responses are accurate as the facilitators of the events are provided with the anticipated attendance numbers to tailor their delivery of the session.

At each session the attendance will be recorded and circulated to Organisational Development for recording on Trent.

A summary of attendance at training events will be compiled and circulated to Group Leaders on a regular basis in order that they can promote and encourage the attendance at Member Development activities to their Group.

## **The Learning Zone learning and development activities**

The Learning Zone is the online portal for Member Development activities, where suitable development opportunities are provided specifically for them. If Elected Members wish to attend or undertake any of these learning activities they are to contact the Head of Democratic Services. Assistance can be provided by the Member Mentors, the Democratic Services Team and the Organisational Development Team to enable Members to register for learning activities.

## **Resources**

Elected Member learning and development, will be resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget.

In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget

Directorates will also be responsible for funding designated Elected Members to attend relevant service area conferences and events. The Democratic Services Team will co-ordinate the funding for travelling and out of county subsistence allowances.

## **Certification**

Certificates of attendance will be made available to all Elected Members who attend learning & development events. These can be used to demonstrate on-going development within the context of the Personal Development Portfolio and form the basis for discussion with Member Mentors throughout the period of office.

## **Learning and development records**

It is the responsibility of the Organisational Development Team to maintain Member learning and development records. This will include information regarding the development activities that have been identified, the booking of events, attendance at learning opportunities and the evaluation of individual training events that have been undertaken.

The Organisational Development Team is to be notified of any other training that is undertaken by relevant departments. It is expected that all departments involved in providing Member Development events also provide the relevant training records to the Organisational Development Team.

These records can also be used to provide information for evaluation purposes and for the completion of Members Annual Reports which have been introduced as part of the Local Government (Wales) Measure 2011.

## **Potential Candidate Briefings**

In order to promote local democracy and the understanding of the role of a councillor briefings for potential candidates will be held prior to Local Government elections. This event will inform those members of the public planning to stand for election of the:

- requirements they must meet in order to stand for election,
- election process
- roles and responsibilities they will be expected to undertake as a councillor
- skills, knowledge and commitment necessary to become an effective councillor
- structure and remit of the Council

## **Evaluation**

It is the responsibility of the Head of Democratic Services to ensure that the evaluation of planned Member development events is carried out.

### **Evaluation of Individual Events:**

All training providers are required to incorporate an evaluation of the event into their learning session and Members will be asked to complete a learning and development evaluation form.

Members are recommended to complete learning logs as part of their Personal Development Portfolio, this will help them to assess the impact of any development on their role and function.

Evaluation forms will be analysed and the feedback collated into a report which will be presented to the Democratic Services Committee on a regular basis. This will enable the Democratic Services Committee to evaluate the effectiveness of the Member Development Programme and ensure that the identified outcomes are achieved.

### **Evaluation of Phases of the Member Development Strategy**

It is appropriate that an independent assessment of the phases or elements of the Member Learning & Development Strategy is undertaken. It has been agreed that the WLGA will assist in this process and facilitate focus groups with Elected Members to help determine the effectiveness of the strategy.

### **Evaluation of Training Facilitators**

To ensure that any learning and development activity provided to Elected Members is delivered to the highest standards and that the aims and objectives of the event are met, it is planned for an internal subject matter expert or the Head of Democratic Services to attend the event and evaluate the provider/facilitator. This will be essential for events delivered by externally providers to ensure that value for money has been achieved and that effective training has been provided which meets the required outcomes.

### **Review of the Elected Member Learning and Development Strategy**

To ensure that the Elected Member Learning and Development Strategy remains an effective tool for the development of Elected Members it will be necessary to plan a review the strategy. It is anticipated that the strategy will be reviewed during 2014 or at the request of the Democratic Services Committee and in response to relevant changes to legislation or to the Authority.

**MODEL:- LOCAL AUTHORITY COUNCILLOR YEAR-LONG INDUCTION PROGRAMME SHOWING POTENTIAL INTEGRATION OF MANDATORY TRAINING AND AVAILABILITY OF TRAINING RESOURCES.**

<b>What</b>	<b>Audience</b>	<b>Delivery Method</b>	<b>Training materials available/needed?</b>	<b>When</b>
Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc as part of introductory package produced in each authority	Week One
Introduction to the Council, its role and introduction to corporate governance.	All members	Chief Executive	To be developed by staff locally and some information to be linked to WLGA councillors guide	Week One
<b>ICT induction and equipment</b>	<b>All members (M)</b>	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Market Place week one
Introduction to service areas	All members	Market place, all senior officers	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Market Place week one
<b>Code of Conduct and Ethics</b>	<b>All members(M)</b>	Monitoring Officer –national materials? 3 sessions on Market place day	National materials if required at local workshop. WLGA/monitoring officers/Ombudsman (ombudsman video in production)	Market Place week one
<b>Constitutional matters including meeting participation</b>	<b>All members(M)</b>	HODS/DS officers/senior member	Materials available now in each authority	1st 6 Months
<b>Social Services and Well-being (Wales) Act</b>	<b>All members (M)</b>	Directors of SS	E learning required. Materials available now	1st 6 Months
<b>Decisions for Future Generations (Wellbeing of Future Generations Act)</b>	<b>All Members(M)</b>	Workshop - Appropriate senior officers and experienced members. Supported by e learning	National workshop(TBC) E learning available now on AWA	1 <sup>st</sup> 6 months
<b>Introduction to equalities</b>	<b>All members(M)</b>	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	1st 6 Months

<b>What</b>	<b>Audience</b>	<b>Delivery Method</b>	<b>Training materials available/needed?</b>	<b>When</b>
<b>Safeguarding</b>	<b>All members(M)</b>	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	1st 6 Months
<b>Data Management and FOI</b>	<b>All members(M)</b>	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	1st 6 Months
<b>Corporate Parenting</b>	<b>All members(M)</b>	Directors of SS	Workshop material available now in each authority. Is e learning also required?	1st 6 Months
<b>Finance including budgeting and treasury management</b>	<b>All members(M)</b>	Finance Directors e- learning	Workshop material available now in each authority. E learning required	1st 6 Months
<b>Planning committee new arrangements from Planning Act</b>	<b>Planning Committee(M)</b>	Planning Officer	Workshop material available now in each authority	Prior to first meeting
<b>Standards</b>	<b>Standards Committee(M)</b>	Monitoring Officer	Workshop material available now in each authority	Prior to first meeting
<b>Licensing</b>	<b>Licensing Committee(M)</b>	Licensing Officer	Workshop material available now in each authority	Prior to first meeting
<b>Audit</b>	<b>Audit Committee(M)</b>	Finance Officer	Workshop material available now in each authority	Prior to first meeting
<b>Appointments, appeals and interview skills</b>	<b>Panel members(M)</b>	HR Director	Workshop material available now in each authority	Prior to participating

What	Audience	Delivery Method	Training materials available/needed?	When
<b>The role of Scrutiny</b>	<b>All members(M)</b>	HODS/Scrutiny officers	Workshop material available now in each authority	Prior to first scrutiny meetings
<b>Planning for non- planning members - protocols</b>	<b>All members (M)</b>	Planning officers/experienced member	Workshop material available now in each authority	1st 6 months
Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	2 <sup>nd</sup> 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 6 Months
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary National Welsh Government Workshops?	2 <sup>nd</sup> 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 <sup>nd</sup> 6 Months
Social Media	All members	Comminucations /IT officers or external facilitators depending on local approach	E learning required	2 <sup>nd</sup> 6 months

**(M) = Mandatory**

**Further training in both knowledge and skills to be determined from PDRs when induction complete**

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