

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

25 OCTOBER 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER DEVELOPMENT PROGRAMME

1. Purpose of Report

1.1 The purpose of this report is to provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

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

2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of each of the Council's agreed corporate priorities.

- **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 the people in the county.
- **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.
- **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 has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

4. Current situation / proposal.

4.1 Member Training and Development Sessions

4.1.1 The following Member Training and Development Sessions have been provided since 1st April 2018.

Date	Subject	Facilitator	Number Attending
30 th April 2018	Elected Member Annual Reports	Gary Jones, Head of Democratic Services	13
30 th April 2018	Personal Development Reviews	Gary Jones, Head of Democratic Services	13
10 th May 2018	Elected Member Annual Reports	Gary Jones, Head of Democratic Services	12
10 th May 2018	Personal Development Reviews	Gary Jones, Head of Democratic Services	11
11 th June 2018	GDPR - The session was provided by Acuity Legal Ltd who explained the requirements of General Data Protection Regulations which came into effect on 25 May 2018.	Dr Kerry Beynon of Acuity Legal Ltd	12
27 th June 2018	GDPR - The session was a repeat of the session held on 11 June 2018 (please see details above).	Dr Kerry Beynon of Acuity Legal Ltd	20
11 th July 2018	Dementia Friends – The session highlighted the issues faced by those who have dementia, carers of those with dementia and the role of service providers.	Marcia Vale of the Alzheimer’s Society	8
4 th October 2018	Corporate Landlord – the session informed Members about the new introduced integrated service area responsible for full operational and	Josh Dunn of PeopleToo	11

	strategic facilities management.		
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4.2 **Pre-Council Briefing Sessions**

4.2.1 The following Pre-Council Briefing Sessions have been provided since 1st April 2018.

Date	Subject	Facilitator	Number Attending
25 th April 2018	Central South Consortium - The briefing session covered the role of the CSC in improving educational outcomes for pupils/learners.	Central South Consortium	49
20 th June 2018	Traffic Management and Road Safety - The briefing session provided an overview of the aims of the Council's Traffic Management and Road Safety Section.	Tony Godsall, Highways Department	Not known
18 th July 2018	Community Transport - The briefing session provided Members with an update on community transport operations in Bridgend County Borough.	Kwaku Opoku-Addo, Highways Department	19

4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Sessions have been provided since 1st April 2018.

Date	Subject	Facilitator	Number Attending
26 th April 2018	Traffic Management and Road Safety - The briefing session provided an overview of the aims of the Council's Traffic Management and Road Safety Section.	Tony Godsall, Highways Department	Not known

07 th June 2018	Community Transport - The briefing session provided Members with an update on community transport operations in Bridgend County Borough.	Kwaku Opoku-Addo, Highways Department	18
18 th July 2018	Cenin Renewables - Site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant and battery bank.	Cenin Renewables	Not known
19 th July 2018	Section 106 Agreements - The session provided Members with an outline of Section 106 Agreements and described how these agreements are used.	Gareth Denning, Section 106 Officer and Rod Jones, Senior Solicitor	Not known
30 th August 2018	Royal Town Planning Institute Value of Planning - The session outlined what Planning delivers in terms of the Local Development Plan; Planning permissions / refusals; Enforcement action and Appeals.	Roisin Wilmott of Royal Town Planning Institute Cymru	Not known

4.4 **Future scheduled Member Training and Development Sessions**

4.4.1 The following Member Training and Development Session has been scheduled:

- 29th October: Code of Conduct Training – primarily for Town and Community Councillors

4.5 **Future scheduled Pre-Council Briefings**

4.5.1 The following Pre-Council Briefings have been scheduled:

- 24th October: Budget Consultation Exercise with Councillors
- 21st November: Young Carers

- 19th December: Anti-Slavery and Human Trafficking
- 23rd January: Rural Development Plan

4.6. **Future scheduled Development Control Committee Training Sessions**

4.6.1 The following Development Control Committee Training Sessions have been scheduled:

- 11th October: Houses in Multiple Occupation
- 22nd November: Section 215 notices and procedures
- 3rd January: End of Year Performance Report
- 14th February: Sustainable Drainage Systems and SuDS Approving Bodies – the New System
- 28th March: Education contributions and surplus spaces in 21st Century Schools

4.7 **Future proposed Member Training and Development Sessions/Pre-Council Briefings**

4.7.1 The following Member Training and Development Sessions and Pre Council Briefings are proposed to be scheduled:

- Elective Home Education
- Using Bridgemaps
- Additional Learning Needs and Autism Awareness
- Scrutiny Training - various

4.8 **E-Learning**

4.8.1 The Council has devised a range of e-learning courses for Members to support their learning and development needs. The provision of e-learning courses gives Members the opportunity to undertake their learning and development remotely at a convenient time at their own pace.

4.8.2 Since the start of the electoral term the following courses below been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (8 Members)
- General Data Protection Regulations (1)
- Display Screen Equipment (1)
- Fire Safety Awareness (2)
- ICT Code of Conduct (6)
- Safeguarding Children and Adults (13)
- Violence Against Women, Domestic Abuse and Sexual Violence (2)

4.8.3 In total 20 Members have accessed e-learning courses since the start of the electoral term.

4.8.4 There has been minimal use by Members of the e-learning facilities. The views of the Committee are requested of how Members could be encouraged to make greater use of the available e-learning facilities.

4.9 Members Annual Reports

4.9.1 The Council is required to provide each Councillor with the opportunity to prepare and publish an annual report on their activities. For the 2017-18 Municipal Year 34 Councillors prepared and published an Annual Report. All Annual Reports were published in Welsh and English on the Council's website before 31st July 2018.

4.10 Personal Development Plans

4.10.1 The provision of Personal Development Plans (PDPs) for Members is being progressed with individual Members. Once this process is completed PDPs will be reviewed to identify and prioritise Members development needs and arrange relevant development opportunities.

5. Effect upon Policy Framework and Procedure Rules.

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

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Wellbeing of Future Generations (Wales) Act 2015 Implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications.

8.1 Elected Member learning and development, will be resourced from the allocated Member Development budget (£13,650 for 2018-19). 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.

9. Recommendation.

9.1 The Committee is recommended to note the contents of the report and to:

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

- iii. Identify any additional e-learning topics for inclusion in the Member Development Programme and prioritise them accordingly.

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Background documents:None