

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

**14 MARCH 2019**

**REPORT OF THE INTERIM 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 1<sup>st</sup> April 2018.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
30 April 2018	<b>Elected Member Annual Reports</b>	Gary Jones, Head of Democratic Services
30 April 2018	<b>Personal Development Reviews</b>	Gary Jones, Head of Democratic Services
10 May 2018	<b>Elected Member Annual Reports</b>	Gary Jones, Head of Democratic Services
10 May 2018	<b>Personal Development Reviews</b>	Gary Jones, Head of Democratic Services
11 June 2018	<b>GDPR</b> - 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
27 June 2018	<b>GDPR</b> - The session was a repeat of the session held on 11 June 2018 (please see details above).	Dr Kerry Beynon of Acuity Legal Ltd
11 July 2018	<b>Dementia Friends</b> – 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
4 October 2018	<b>Corporate Landlord</b> – the session informed Members about the new introduced integrated service area responsible for full operational and strategic facilities management.	Josh Dunn of PeopleToo

##### 4.2 Pre-Council Briefing Sessions

4.2.1 The following Pre-Council Briefing Sessions have been provided since the meeting of the Democratic Services Committee held on 17 October 2018.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
24 October 2018	<b>Budget Consultation</b> Briefing session on the Budget Consultation process	Darren Mepham, Chief Executive & Gill Lewis, Interim Section 151 Officer
21 November 2018	<b>Carers / Young Carers</b>	Sue Cooper, Corporate Director Social Services & Wellbeing, Cathy Proudfoot, Carers Development Officer & Andrew Thomas, Group Manager Sports & Physical Activity
19 December 2018	<b>Anti-Slavery &amp; Human Trafficking</b>	Riaz Hassan, Regional Community Cohesion Coordinator (Swansea, Neath Port Talbot, Bridgend) & Jasmin Ahmed of MARAC
23 January 2019	<b>Rural Development Plan</b>	Ieuan Sherwood, Communities Directorate
20 February 2018	<b>Medium Term Financial Strategy</b>	Gill Lewis, Interim Section 151 Officer

#### 4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Sessions have been provided since the meeting of the Democratic Services Committee held on 17 October 2018.

<b>Date</b>	<b>Subject</b>	<b>Facilitator</b>
22 November 2018	Local Development Plan – Growth and Spatial Options	Jonathan Parsons, Group Manager Development & Richard Mathams, Development Planning Manager
3 January 2019	End of Year Performance Report	Jonathan Parsons, Group Manager Development & Rhodri Davies, Development and Building Control Manager
14 February 2019	Replacement Local Development Plan – Growth and Spatial Options and Preferred Strategy	Jonathan Parsons, Group Manager Development & Richard Mathams, Development Planning Manager

#### 4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 20 March 2019: Local Development Plan Future Growth & Spatial Strategy
- 17 April 2019: Additional Learning Needs and Autism

- 19 June 2019: Getting on Track Programme
- 24 July 2019: Child Case Reviews

#### 4.5. **Future scheduled Development Control Committee Training Sessions**

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

- 28 March 2019: Sustainable Drainage Systems, SuDS Approving Bodies and Land Drainage Issues in general – The New System Section 215 notices and procedures
- 9 May 2019: Planning and Development Restructure
- 20 June 2019: A Review of Key Development Control Committee Decisions/Schemes
- 1 August 2019: Local Development Plan (LDP) – Preferred Strategy
- 12 September 2019: New Draft Supplementary Guidance

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

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

- Elective Home Education (scheduled for 2 May 2019)
- Blended Learning
- Using Bridgemaps
- Member Referrals

#### 4.7 **E-Learning**

4.7.1 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.

4.7.2 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)

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

4.7.4 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.

#### **4.8 Members Annual Reports**

4.8.1 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 31 July 2018.

#### **4.9 Personal Development Plans**

4.9.1 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**