

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

17 OCTOBER 2019

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 activities. The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

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 the meeting of the Democratic Services Committee held on 6 June 2019.

Date	Subject	Facilitator
11 September 2019	Changes to performance measures for schools	Senior Challenge Advisor, Central South Consortium
4 October 2019	Brexit Plans Briefing	Regeneration Funding and Regional Engagement Team Leader

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 6 June 2019.

Date	Subject	Facilitator
24 July 2019	Medium Term Financial Strategy	Interim Head of Finance and Section 151 Officer
18 September 2019	Budget Consultation	Consultation, Engagement and Equalities Manager

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 6 June 2019.

Date	Subject	Facilitator
20 June 2019	Foodstore site on Salt Lake Car Park	Senior Regeneration Officer
1 August 2019	Strategic Development Plan Update	Group Manager Development & Development Planning Manager
12 September 2019	Open Space SPG Workshop	Development Planning Manager & Senior Development Planning Officer

4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 23 October 2019: Strategic Development Plan
- 20 November 2019: Local Area Energy Strategy and Smart Energy Plan
- 18 December 2019: New Curriculum Changes
- 11 March 2020: Education Outcomes
- Welfare & Benefits System - TBC

4.5. **Future Scheduled Development Control Committee Training Sessions**

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

- 24 October 2019: Education Contributions - New Draft Supplementary Planning Guidance
- 5 December 2019: National Development Framework Consultation and Proposals
- 16 January 2020: Development Control Committee Protocol Review

4.6 **Future Proposed Member Training and Development Sessions**

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

- 31 October 2019: Managing Abusive and Aggressive Telephone Calls, Conflict Management & Personal Safety Awareness
- Using Bridgemaps
- Scrutiny Questioning Skills - TBC
- Scrutiny Chairing Skills - TBC

4.6.2 The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

4.7 **E-Learning**

4.7.1 Work has been undertaken through the Welsh Local Government Association (WLGA) Heads of Democratic Services / Member Support Officer Network to develop national E-learning modules to be available on the All Wales Academy. Each local authority will create one E-learning module, suitable for use by all Members in Wales and will take responsibility for maintaining and updating its module. This Council will deliver modules on Planning for Planning Committee Members and Planning for all Members.

4.7.2 Each E-learning module will be bilingual, professional looking, to include photos and videos where possible, will be easy to navigate, interactive, accurate, up to date, relevant and include questions, good practice examples, case studies and scenarios. Each module will have a 10 question quiz at the end which Members would need to correctly complete to receive the certificate of successful completion. The time for completion for each module will be a maximum of 30 minutes. The timescale for delivery of the modules is September 2020.

4.7.3 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.

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

- Corporate Induction (9 Members)
- General Data Protection Regulations (2)
- Display Screen Equipment (2)
- Fire Safety Awareness (3)
- ICT Code of Conduct (6)
- Safeguarding Children and Adults (13)
- Violence Against Women, Domestic Abuse and Sexual Violence (2)

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

4.7.6 Members will be encouraged to make greater use of the available e-learning facilities.

5. Effect upon Policy Framework and Procedure Rules

5.1 The report does not have any impacts on 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 is resourced from the allocated Member Development budget (£13,650 for 2019-20). 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.

Head of Democratic Services

**Contact Officer: Andrew Rees
Democratic Services Manager
4 October 2019**

**Telephone: (01656) 643147
Email: Andrew.rees@bridgend.gov.uk**

**Postal address: Legal and Regulatory Services
Civic Offices
Angel Street
Bridgend
CF31 4WB**

Background documents:None