

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

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 the following 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 17 October 2019.

Date	Subject	Facilitator
31 October 2019	Managing Abusive & Aggressive Phone Calls, Conflict Management & Personal Safety Awareness	Safety Solutions Training Limited
28 November 2019	Scrutiny Questioning Skills	Welsh Local Government Association
8 & 13 January 2020	Elected Member Referral & GDPR Training	Group Manager Legal & Democratic Services
15 January 2020	EU Settlement Scheme	Community Cohesion Officer & Regional Community Cohesion Coordinator

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 2019.

Date	Subject	Facilitator
24 October 2019	Strategic Development Plan	Group Manager Development & Development Planning Manager
20 November 2019	Local Area Energy Strategy and Smart Energy Plan Budget Consultation	Team Leader Sustainable Development & Energy Systems Catapult
18 December 2019	Medium Term Financial Strategy	Interim Section 151 Officer
26 February 2020	Medium Term Financial Strategy	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 2019.

Date	Subject	Facilitator
24 October 2019	Education Contributions – New Draft Supplementary Planning Guidance	School Programme Manager
16 January 2020	Development Control	Group

	Committee Protocol review and Year End Statistics	Manager Planning & Development and Development & Building Control Manager
27 February 2020	Main Findings from the Law Commission's Review of Planning Legislation in Wales and Next Steps	Development & Building Control Manager

4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 9 March 2020: Universal Credit
- 11 March 2020: Community Asset Transfer
- 8 April 2020: Changes to New Curriculum
- 17 June 2020: Bridgend Association of Voluntary Organisations
- 16 September 2020: Post 16 and Learner Travel

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

4.5.1 The following Development Control Committee Training Session has been scheduled:

- 9 April 2020: Wellbeing & Future Generations Act 2016 and Planning Policy Wales 10 – A Direction of Travel

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:

- 22 April 2020: Scrutiny Questioning Skills
- 22 April 2020: Scrutiny Charing Skills
- Using Bridgemaps - 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 The Committee was advised at its previous meeting of the development of national E-learning modules, whereby this Council will be delivering modules on Planning for Planning Committee Members and Planning for all Members. Work is continuing with the Development and Building Control Manager and Learning and Organisational Development Manager to develop the training modules. The timescale for delivery of the modules is September 2020.

4.7.2 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.

4.7.3 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 (11 Members)
- General Data Protection Regulations (4)
- Display Screen Equipment (3)
- Fire Safety Awareness (4)
- ICT Code of Conduct (9)
- Safeguarding Children and Adults (14)
- Violence Against Women, Domestic Abuse and Sexual Violence (3)

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

4.7.5 In order to encourage Members to make greater use of the available e-learning facilities, two drop in sessions have been arranged to be facilitated by the Learning and Development Team to support Members. The drop in sessions will take place on 17 March and 1 April 2020 to be held at the IT Suite, Raven's Court. Members will be able to drop in between the hours of 9.30am – 3.00pm.

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
26 February 2020

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