

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

**4 NOVEMBER 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 the 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 development and e-learning topics for inclusion on the Member Development Programme and Pre-Council Briefings.

**2. Connection to corporate well-being objectives / other corporate priorities**

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015:-**
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.
  2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
  3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

**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 12 March 2020.

Date	Subject	Facilitator
6 – 21 April 2020	<b>Member Training on Skype for Business (8 sessions)</b>	Democratic Services and ICT
13 May 2020	<b>Member Briefings on Covid 19 (3 Sessions)</b>	Corporate Management Board
2 September 2020	<b>Equalities and Unconscious Bias (2 sessions)</b>	Red Shiny Apple Limited
29 September 2020	<b>Councillor Engagement Session with the Chief Executive of Valleys to Coast</b>	Valleys to Coast

#### 4.2 **Pre-Council Briefing Sessions and Presentations to Council**

- 4.2.1 The following Pre-Council Briefing Session has been provided since the meeting of the Democratic Services Committee held on 12 March 2020.

Date	Subject	Facilitator
21 October 2020	<b>Circuit Breaker Proposals</b>	Chief Executive

- 4.2.2 The following presentations have been delivered at meetings of Council since the meeting of the Democratic Services Committee held on 12 March 2020.

Date	Subject	Facilitator
16 September 2020	<b>Cardiff Capital Region City Deal Programme</b>	Director of the Cardiff Capital Region City Deal and Chair of the Cardiff Capital Region Regional Economic Growth Partnership
21 October 2020	<b>Annual Presentation by Valleys to Coast</b>	Chief Executive and Director of Development of Valleys to Coast

#### 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 12 March 2020.

Date	Subject	Facilitator
------	---------	-------------

21 May 2020	<b>Current Planning Position</b>	Group Manager Planning & Development
17 September 2020	<b>Wellbeing &amp; Future Generations Act 2016 and Planning Policy Wales 10 – A Direction of Travel”</b>	Group Manager Planning & Development

#### 4.4 **Future scheduled Pre-Council Briefings and Presentations to Council**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 18 November 2020: Budget Consultation
- 16 December 2020: Bridgend Association of Voluntary Organisations
- TBC: Changes to the New Curriculum

4.4.2 The following presentations will be delivered to Council:

- 18 November 2020: Presentation by the Police and Crime Commissioner and Chief Constable of South Wales Police
- 16 December 2020: Presentation by the Chief Executive and Chairperson of Cwm Taf Morgannwg University Health Board

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

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

- 10 December 2020: Update on Wales/Regional Planning Matters and Resourcing of the Planning Service

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

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

- 5 November 2020 – Wellbeing of Future Generations (Wales) Act 2015 Training
- 25 November 2020 - Scrutiny Chairing Skills
- 30 November 2020 - Scrutiny Questioning Skills
- Using Bridgemaps – TBC
- Safeguarding – TBC
- Education Outcomes - 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 has been advised at previous meetings 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. The draft of the training module has been completed and has been piloted by the Chairperson of the Democratic Services Committee, who has made suggested changes to the module. Those changes will be incorporated by the Development and Building Control Manager and Learning and Organisational Development Manager prior to the module being rolled out.

- 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 have 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 (4)
- 4.7.4 In total 21 Members have accessed e-learning courses since the start of the current term.
- 4.7.5 Members will continue to be encouraged to make greater use of the available e-learning facilities.
- 4.7.6 The Welsh Local Government Association has developed a range of material to support Members on personal safety and online abuse guidance <https://www.wlga.wales/personal-safety-for-members> handling intimidation <https://www.wlga.wales/councillors-guide-to-handling-intimidation> There is also a workbook on stress management and personal resilience



Councillor+Workb  
ook+--Stress+Mani

While Academi Wales has also produced some resilience and Covid related resources <https://leadershipportal.heiw.wales/playlists/view/c0abd55e-92ee-44d2-bcd1-33dd0221d1e3/en/1> In addition, the Local Government Association has a range of materials online that Members can access as and when necessary on Maintaining your own resilience as a councillor webinar <https://www.local.gov.uk/maintaining-your-own-resilience-councillor-14-september-2020> and slides <https://www.local.gov.uk/sites/default/files/documents/Resources%20for%20Maintaining%20your%20own%20resilience%20as%20a%20councillor%20WEB.pdf> slides and Stress Management & Resilience E-learning module. <https://melearning.university/melearning-saas/admin/rte/scorm/lga/3239>

## **5. Effect upon Policy Framework and Procedure Rules**

5.1 There is no effect upon 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 (£7,570 for 2020-21). 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. Recommendations**

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  
27 October 2020

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

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

**Background documents:**None