

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

25 MARCH 2021

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 Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities.
- 1.2 The Committee is also requested to identify topics for inclusion on the Member Development Programme and 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 objective under the **Well-being of Future Generations (Wales) Act 2015:-**
- **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.
- 3.2 Increasing attention has been given to Elected Member Development. The Local Government (Wales) Measure 2011 directed that local authorities place more emphasis on Member Development. Members are encouraged to identify their own development needs and participate fully in learning and development activities.

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 4 November 2020:

Date	Subject	Facilitator
4, 9, 11 December 2020	Training on Microsoft Teams	Democratic Services and ICT
28 January 2021, 2 February 2021	Members Code of Conduct	Bethan Evans Governance Training and Consultancy

4.2 **Briefing Sessions**

4.2.1 The following Briefing Sessions have been provided since the meeting of the Democratic Services Committee held on 4 November 2020:

Date	Subject	Facilitator
18 November 2020	Police and Crime Commissioner Update	Police and Crime Commissioner
16 December 2020	Annual Presentation from the Cym Taf Morgannwg UHB	Chief Executive and Chairperson - Cwm Taf Morgannwg UHB
20 January 2021	EU End of Transition	Regeneration and Funding and Regional Engagement Officer
2 February 2021	Bridgend MasterPlan	BDP
26 February 2021	Census 2021	Community Cohesion 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 4 November 2020:

Date	Subject	Facilitator
4 December 2020	Planning Updaters and Planning Performance Agreements	Group Manager – Planning and Development Services
3 March 2021	Placemaking	Group Manager – Planning and Development Services

4.4 **Future scheduled Briefings**

4.4.1 The following Briefings have been scheduled:

Date	Subject	Facilitator
23 March 2021	V2C Engagement Session	V2C

12 April 2021	Vaccination Programme Update	NHS Wales
29 April 2021	Blended Learning	Corporate Director Education and Family Support CSCJES

4.5. **Future Scheduled Member Training and Development Sessions**

4.5.1 The following Member Training and Development Sessions have been scheduled:

Date	Subject	Facilitator
30 March 2021 and 9 April 2021	Code of Conduct Training for Town and Community Councillors	Bethan Evans Governance Training and Consultancy
TBC	Members Code of Conduct (repeat of the session provided in January and February)	Bethan Evans Governance Training and Consultancy
23 April 2021	Socio-economic Duty	Consultation and Engagement and Equalities Manager

4.6 **Future Scheduled Development Control Committee Training Sessions**

4.6.1 The following Development Control Committee Sessions have been scheduled:

Date	Subject	Facilitator
15 April 2021	Minerals Update	Development and Building Control Manager
27 May 2021	Fire Safety Regulations	Building Control Team Leader, Development and Building Control Manager
11-18 July 2021	National Development Framework / Planning Policy Wales	Development and Building Control Manager, Group Manager – Planning and Development Services

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 The following courses below have been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (11)
- 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)

4.7.3 As part of this report, the Committee's views are being sought on the best way to encourage take-up of member e-learning activities. In March and April 2020 sessions were arranged and facilitated by the Learning and Development Team to support Members to make greater use of the available e-learning facilities. Encouraging members to complete e-learning sessions is not unique to Bridgend, as this has been raised on occasions at the Head of Democratic Services Network.

4.8 The role of the Head of Democratic Services is to produce and monitor the Member Development Programme, to collate any identified learning and development needs, and to subsequently use these to inform and plan the on-going Member Development Programme. The Democratic Services Committee is also encouraged to provide direction to the Head of Democratic Services in respect of the development and support requirements of Elected Members. This will include the priorities for learning and development and appropriate use of the Member Development budget.

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. Member development enables members to make decisions, which can impact the communities they serve.

7. Well-being 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. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Head of Democratic Services 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 report and to identify any additional member development topics, briefings and e-learning topics for inclusion in the Member Development programme and prioritise them accordingly.

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March 2021

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Background documents:
None