

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO DEMOCRATIC SERVICES COMMITTEE

20 OCTOBER 2022

### REPORT OF THE HEAD OF DEMOCRATIC SERVICES

#### MEMBER INDUCTION AND DEVELOPMENT PROGRAMMES

#### 1. Purpose of report

1.1 The purpose of this report is to:

- a) provide the Committee with an update on the delivery of the Member Induction Programme 2022 following the local government elections;
- b) present an outline of the proposed Member Development schedule going forward for the Autumn up until December 2022;
- c) ask the Committee to identify any further topics for inclusion in the Member Development Programme.

#### 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**:-

1. **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 Following the Local Government (Wales) Measure 2011, local authorities were directed to place more emphasis on Member Development. Members are encouraged to identify their own development needs and participate fully in learning and development activities.

3.2 Under the Council's draft constitution which, at the time of drafting this report was scheduled to be considered at Full Council on 19<sup>th</sup> October, it states at Section 22 'Member Role Descriptions: Member of a Democratic Services Committee' that part of the role as a Member on this Committee is:

- (F) developing the Authority's member support and development strategy;
- (G) ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- (H) ensuring that the budget for member development is sufficient;

- (l) ensuring that members have access to personal development planning and annual personal development reviews.

#### **4. Current situation/proposal**

##### **Member Induction**

- 4.1 Following the elections in May, Members undertook an in-depth Member Induction Programme which covered Phase 1 'Administration' and Phase 2 'The Essentials' and Phase 3 'The Core Functions'. The Programme was approved by the Democratic Services Committee on 21 October 2021 and is (attached at **Appendix A**).
- 4.2 The record of attendance for these sessions is also attached at **Appendix B** and Members will note that whilst attendance is seemingly variable, some of these sessions were repeated and only mandatory or essential for new Members.
- 4.3 All Members sitting on regulatory committees including Licensing and Development Control, have received mandatory and essential training to enable them to serve on the committee. There has also been good attendance at relevant Governance and Audit training sessions, including Lay Members.
- 4.4 Overview and Scrutiny sessions have been offered this year including in depth training on Finance and Performance monitoring which will be extremely valuable to Members of Scrutiny when undertaking their monitoring role.
- 4.5 Early feedback from Members and Officers has been very positive with many finding these sessions extremely useful.

##### **Marketplace Event**

- 4.6 In September 2022 a Marketplace event 'Meet your Colleagues at Team Bridgend' was also provided giving Members the opportunity to meet with officers from various Sections across the Authority with a focus on building new working relationships. Early feedback has been very positive with Members asking for future sessions and officer 'surgeries'.

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

- 4.7 The following Development Control Committee training sessions have also been provided since May:

29 June 2022 – Local Development Plan

5 October 2022 - Householder design guide / amenity space standards

##### **Future Member Development**

- 4.8 Attached at **Appendix C** is a schedule for continued Phase 3 training on 'The Core Functions' which will continue over the Autumn period. Following this Phase 4 and 5 will focus on identifying the needs of individual councillors, with Members being offered Personal Development Interviews and asked to undertake a survey and

Scrutiny Questionnaire. These will be used to formulate an ongoing development schedule for the remainder of the year.

### **E-Learning**

- 4.9 In addition to Member Development sessions, Members are also asked to undertake several e-learning modules via the online Learning and Development website. These e-learning courses have been devised by the Council for all staff and Members to support their learning and development needs and gives Members the opportunity to undertake this learning remotely at a convenient time at their own pace.
- 4.10 The following courses below have been provided:
- Corporate Induction
  - UK General Data Protection Regulation (GDPR)
  - Display Screen Equipment
  - Fire Safety Awareness
  - ICT Code of Conduct
  - Safeguarding Children and Adults
  - Violence Against Women, Domestic Abuse and Sexual Violence

### **Learning and Development Website**

- 4.11 All Members have been provided with the link to the Learning and Development website with instructions of how to access the e-learning training. In addition to this the site is also currently under review process, to try and update it and provide all recordings, presentations and associated training material all in one place for Members going forward.

## **5. Effect upon policy framework and procedure rules**

- 5.1 There is no effect upon policy framework and procedure rules.

## **6. Equality Act 2010 implications**

- 6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

## **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. Recommendations**

The Committee is recommended to:

- 9.1 Note the report and its appendices; and
- 9.2 Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly.

R Keepins

**Democratic Services Manager**

October 2022

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**Background documents:** None