Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 JUNE 2023
Report Title:	MEMBER DEVELOPMENT PROGRAMME UPDATE
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon Policy Framework and Procedure Rules
Executive Summary:	• **It is the role of the Democratic Services Committee to develop a Member support and development strategy and ensure Members have access to a reasonable level of training and development and sufficient budget to do so.** • **This report provides an update on the Member Development Programme since October 2022 and sets out the process for informing and planning the future programme including Member Performance and Development Reviews.** • **Members are also asked to put forward suggestions for inclusion in the programme and prioritise accordingly.**

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 Council's Member Training and Development Programme and related activities;

b) Request the Committee to identify any further topics for inclusion in the Member Development Programme.

2.   Background

2.1   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.

2.2   Under the Council's Constitution, part of the role description of a Member on the Democratic Services Committee is:

- developing the Authority's member support and development strategy;

- 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;

- ensuring that the budget for member development is sufficient;

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

3.   Current situation / proposal

3.1   **Appendix A** details the training and development sessions that have taken place as part of the Member Development Programme since last reported to the Democratic Services Committee on 20 October 2022.

3.2   The record of attendance for these sessions is also attached at **Appendix B.**

3.3   Training requests have been regularly forthcoming from both Members and Officers which has been extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include additional Treasury Management and Capital Strategy training for all Members (not just the Governance and Audit Committee) which was requested by Members during a Council meeting. Directorate Member Surgeries have also commenced following a request from Members following the Marketplace event. Officers have also requested sessions on the Council's Self-Assessment process, Public Scrutiny Board (PSB) and the Well-being of Future Generations (Wales) Act 2015, and on the new Corporate Parenting Strategy for Bridgend ensuing that Members are fully informed in order to undertake their roles related to these items.

Development Control Committee Training Sessions

3.4   The following Development Control Committee training sessions have also been provided since October 2022:

- 5 October 2022 - Householder design guide/amenity space standards
- 15 November 2022 - Code of Practice training
- 4 January 2023 - Review and timeline of processing planning applications
- 9 February 2023 - Review of content and format of Committee reports
- May 2023 - Section 106 procedures

Council Briefings

3.5 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:

- November 2022 - South Wales Fire and Rescue Service
- December 2022 - Cwm Taf Morgannwg University Health Board
- January 2023 -V2C

Future Member Development and Member Personal Development Reviews

3.6 Attached at **Appendix C** is a schedule for continued training over the next few months. 'Personal Safety', '15 Minute Towns' and 'Mental Health Matters' are just some examples of sessions specifically requested by Members.

3.7 Member Personal Development Reviews (PDRs) have commenced for some Members. Training was held for those Members who have agreed to undertake the role of Reviewers, following which the remaining PDRs can now be undertaken as requested.

3.8 Member PDRs will be used to further inform the ongoing Development Programme for the next 12 months along with a Member survey that is scheduled to be issued once finalised.

E-Learning

3.9 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.

3.10 The following mandatory 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

3.11 So far 26 Members have accessed the Learning and Development site and commenced their e-learning modules but only 10 Members have completed all mandatory ones as listed above.

Learning and Development Website

3.12 All Members have been provided with the link to the Learning and Development website with instructions of how to access the e-learning training. The review of the site has unfortunately been delayed but it is hoped that this can recommence in the

near future. The plan is to update it and provide all recordings, presentations and associated training material all in one place for Members going forward.

4.   Equality implications (including Socio-economic Duty and Welsh Language)

4.1   The protected characteristics identified within the Equality Act, 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.

5.   Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1   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.

6.   Climate Change Implications

6.1   There are no Climate Change implications as a result of this report.

7.   Safeguarding and Corporate Parent Implications

7.1   There are no Safeguarding or Corporate Parent implications 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

9.1   The Committee is recommended to:

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

Background documents

None