

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

26 MAY 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

REVIEW OF THE ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY AND THE ELECTED MEMBER INDUCTION PROGRAMME.

1. Purpose of Report

1.1 The purpose of this report is to:

- a) review the Elected Member Learning and Development Strategy attached at Appendix 1
- b) Consider the Welsh Language Government Association (WLGA) Model:- Local Authority Councillor Year-Long Induction Programme attached at Appendix 2.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **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 people in the county.
2. **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.
3. **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 considered the Draft Elected Member Learning & Development Strategy at its meeting on 11 July 13 and endorsed the report for submission and approval by Council.

3.2 The Elected Member Learning & Development Strategy was approved by Council on 24 July 2013. Since that date, it has provided the framework for which provision and delivery of Member Development for Elected Members from induction and throughout their term of office.

4. Current situation / proposal

- 4.1 The Strategy is coming towards the end of its effective life and in preparation for the 2017 Local Government Elections and the subsequent induction of newly elected members a review of the strategy and its effectiveness is required.
- 4.2 The Democratic Services Committee is requested to consider the strategy and consider if it has met the following expectations and outcomes:

Expectations:

- There is a planned and structured approach to Elected Member learning and development.
- Elected Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member.
- Learning and development, wherever possible, is linked to the roles of Elected Members.
- Access to learning and development activities is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- All Members will have access to a Personal Development Review (PDR) process that identifies learning and development needs with any additional support that may be required.
- All Members will have the opportunity to compile a Personal Development Portfolio (PDP) which details their learning and development activities and records their achievements.
- The Member Development Programme will be produced and updated on a quarterly basis in order to support the Council's strategic plans, the roles and functions of Members and key changes affecting the Council's priorities.
- Member learning and development activity is adequately resourced within available budgets.

Outcomes:

Phase 1 – Administration

- All Acceptances of Office completed
- Member induction administration completed

Phase 2 – Essentials

- All Members have a basic knowledge of the Council and its structure and role
- Code of Conduct completed by all Members
- Elected Members are able to effectively undertake their role at Council meetings

Phase 3 – The Core Functions

- Members understand their roles to which they have been appointed by Council or Cabinet
- Members understand their role in their wards
- Members are aware of their responsibilities when representing the Authority

Phase 4 – Identifying the Needs of Individual Councillors

- Members undertake a PDR/TNA annually to identify their support and development needs
- Members have been offered a Member Mentor or suitably trained officer to assist their development

Phase 5 – Continuing Development

- The Member Development Programme is compiled to meet Corporate and Elected Member priorities
- Member Development activities are relevant, cost effective and delivered to a high standard.
- The training and support provided meets the developing needs of Elected Members
- Collaboration with other Local Authorities will be considered for the delivery of learning activities where appropriate

- 4.3 The Committee is requested to consider if the strategy or the strategy document requires any amendment to ensure that the learning and development needs of Elected Members are met.
- 4.4 The WLGA and the Member Support Officer (MSO) Network have agreed a model Local Authority Councillor Year-Long Induction Programme as shown at Appendix 2.
- 4.5 The Model induction has identified key topics which should form part of the induction process including those topics which it considers should be mandatory training for Elected Members.
- 4.6 The Committee is requested to consider the Model Induction document and confirm that it will provide a suitable framework for the Elected Member induction following the 2017 Local Government Elections.
- 4.7 The Committee is also requested to identify any additional Member Development topics which should be included as part of the induction process and whether these topics should be designated as mandatory.
- 4.8 The considerations of the Committee will be used to inform appropriate amendments of the Elected Member Learning and Development Strategy and the plans for the induction of Elected Members following the 2017 elections.

5. Effect upon Policy Framework& Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation

8.1.1 The Democratic Services Committee is recommended to

- a) review the Elected Member Learning and Development Strategy attached at Appendix 1
- b) Consider the WLGA Model:- Local Authority Councillor Year-Long Induction Programme attached at Appendix 2.

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Background documents – None