

**DEMOCRATIC SERVICES COMMITTEE: 21 SEPTEMBER 2016**

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## **REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES**

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### **MEMBER DEVELOPMENT UPDATE**

#### **Reason for this Report**

1. To provide an update on the outcomes from the Member Development Steering Group meetings 17<sup>th</sup> of August and 14<sup>th</sup> of September 2016 and agree learning principles.
2. To receive an update on the All Wales Academy On-line Learning opportunities from Rebecca Bradshaw, Learning and Development Officer
3. To receive and agree the Draft 2016/17 Member Development Programme and to receive an update on the Member Induction 2017.

#### **Background**

4. The Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report on 26 February 2016, formally received by Cabinet on 10 March 2016 on its assessment undertaken in October 2015.
5. Paragraph 50 of the WAO report referred specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.
6. In response to the one statutory recommendation received, the Council has prepared a statement of action and proposed timetable. Improvement action P5 (b) and (c) are relevant to the remit of this Committee and are set out below:-  
  
"Enhance Member accountability by:  
  
b) strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively; and  
c) determining what training should be considered essential for Members to discharge their role effectively."
7. The following was put forward to Cabinet on 21 March 2016 in relation to improvement proposal P5: - (see table)

| Ref | Action  | Timescale     | Responsible Officer(s) |
|-----|---|---------------|------------------------|
| P5b | Democratic Services Committee to review Member Development & Training and agree new approach and programme to commence in May 2017  | December 2016 | Democratic Services    |
| P5c | Democratic Services Committee to agree essential training and frequency of training prior to start of new council term in May 2017. | December 2016 | Democratic Services    |

8. Member Learning and Development opportunities are essential for Councillors and Independent and co-opted Members to acquire new skills; receive updates and important information to support their role as decision makers; as well as personal development in a wide range of topics to support other roles of Councillors within the Council and the Community.

### **Member Development Steering Group**

9. The Member Development Steering Group met on 17 August 2016 and 14 September 2016 to draw up a Member training programme for the remaining 2016-2017 Municipal year.

The scope of the two meetings was as follows:

#### Meeting 1 – 17 August 2016

- to consider whether there was a need to refresh the Member Development Strategy 2015/16;
- evaluate the 2015/16 Member Development Programme (MDP) (face to face; written briefing and on-line), course topics; attendance provided during 2015/16 municipal year;
- review 2015/16 MDP against the WLGA Councillor Competency Framework and other WLGA training initiatives;
- check action against Wales Audit Office Corporate Assessment Follow on report and Statement of Action – on Member Learning & Development;
- to assess perspective of Standards & Ethics Committee on Learning;
- consider feedback and emerging priorities from the Members Survey June 2016 in relation to Member Learning and Development;
- consider the 'Essential' learning curriculum of learning for Councillors prepared by the WLGA and all Wales Members Services Officers;
- to identify topics for future learning and detailed information to be collected for Meeting 2.

#### Meeting 2 – 14 September 2016

- confirm key outcomes / actions from Meeting 1;
- assess deliver options for delivery of learning priorities;
- to consider the draft programme of activities for 2016/17;

- to consider the information required by Councillors as part of their role - e.g. Section 106 allocations, periodicals, senior management organisation chart, process to deal with complaints etc.
- to consider Member Personal Development Review process and the potential for new training needs assessment methodology e.g. template for self-evaluation; effective Councillor goals; Members Training Passport;
- Provisioning of Programme Booklet.

### **Member Development Strategy**

10. Further work was required to refresh the Member Development Strategy to include the following principles identified by the Member Development Steering Group: -
  - (i) inclusion of a Learning Charter which identifies the roles and responsibilities to support the delivery of learning opportunities;
  - (ii) provision of a Training Needs Analysis proforma for Member self-evaluation and annual review;
  - (iii) identification of all essential training and how this will be implemented and monitored;
  - (iv) the inclusion of the Mentoring; Peer Support and Shadowing principles and process;
  - (v) clearly setting out the structure and expectations for the delivery of briefings; learning opportunities; workshops; in particular notice periods, timing of sessions and links to training materials; on-line training and where possible links to a recording of the training delivered for those unable to attend.

### **All Wales On-Line Learning**

19. Rebecca Bradshaw, Learning Development Officer has been invited to provide Members with an update on the All Wales On-Line Learning opportunities and the courses available.
20. The Committee last received a briefing on [30 September 2015](#) (link)

### **2016/17 Member Development Programme**

21. Attached as Appendix A is the draft 2016/17 Member Development Programme which has been developed by the Member Development Steering Group and includes briefings and essential and formal learning opportunities proposed for the 2016/17 Municipal year.
22. This programme has taken into account a number of areas that Members had highlighted in the Member Survey 2016 and at the last meeting of this Committee namely:
  - Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;

- Members guardianship as Corporate Parents (Essential);
- Identifying Signs of Exploitation/ Abuse Workshop (Safeguarding – Adults and Children) (Essential);
- Financial Management / Budget Workshop;
- Personal Safety and Security Workshop for Members (Essential);

### **Member Induction 2017**

23. It was agreed that the Member Development Steering Group would continue to meet to input into the Member Induction 2017 project. An Officer Project group has been established as one of the Performance and Governance Organisational Development work-stream and will be involving stakeholders which include the Democratic services Committee in shaping the programme.
24. As a refresh for Members attached as Appendix B is the WLGA Induction Curriculum which the Steering Group will review and adapt for the needs of the City Of Cardiff Council Member Induction.
25. The WLGA is also planning to run regional induction sessions for Members in September and/or October 2017, as they did after previous local elections. These sessions were very well received by new Councillors in 2012 and are an opportunity for new Members to talk to other new Members, from other local authorities, as well as a good learning opportunity.

### **Legal Implications**

27. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report. There are no other direct legal implications arising from the content of this report.

### **Financial Implications**

28. There are no direct financial implications arising from this report with any costs associated with development and support being met from existing resources.

### **Recommendations**

The Committee is requested to

1. note that a refresh of the Member Development Strategy will be undertaken and to take into account the key principles identified in this report and be submitted to the next meeting of the Committee in December;
2. receive the update on the All Wales Academy On-line training and request that these opportunities are woven into the 2016/17 Member Development Programme;

3. consider the 2016/17 Member Development Programme and agreed any changes so that a booklet to be provided on-line and in hard copy can be prepared for distribution to all Members at Full Council on 29 September;
4. agree the Membership of the on-going Member Development Steering Induction 2017 Group so that they can support the Organisational Development project and meetings be arranged in October and November so that a report can be submitted to the December Democratic Services Committee.

**GEOFF SHIMELL**

**Acting Head of Democratic Services**

16 September 2016

Appendix A – Draft 2016/17 Member Development Programme (v0.4)

Appendix B – WLGA Induction Curriculum (v0.2)