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

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### **MEMBER DEVELOPMENT PROGRAMME**

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

1. The purpose of this report is to request approval from the Democratic Services Committee for the Member Development Programme.

#### **Background**

2. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, <https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2> requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly.
3. The Member Development Programme is intended to support all Elected Members and provide opportunities for collective and individual development. The programme should be informed by the organisational priorities set out in a strategy and from any requirements identified in the personal development plans which emerge from PDRs.
4. The programme should include 'specialist' areas of development reflecting the needs of members in developing skills and understanding in both corporate governance and thematic or service areas.
5. The programme should offer choice or variety of opportunities to attend. Elected Members should be notified of learning and development events with sufficient notice to enable them to attend.

#### **Issues**

6. The following Elected Member Learning and Development activities have been offered and completed since 05 February 2018.

Date	Event	Attendance requirement	Actual Attendance
<b>Main Sessions</b>			
5 & 6 February 2018	Budget Scrutiny Training	Recommended for all Scrutiny Committee Members	15/43

Date	Event	Attendance requirement	Actual Attendance
8 February 2018	NAW – Corporate Parenting Awareness Session	Open to All Members	N/A
27 February	UN Rights of a Child Part 1	Recommended as part of Cardiff Council commitment to the UN Convention	9 (ongoing)
28 February	UN Rights of a Child Part 2	Recommended as part of Cardiff Council commitment to the UN Convention	10 (ongoing)
Various dates	Licensing Committee	Essential – for new Committee Members	3/3
<b>Briefing Sessions</b>			
26 February 2018	Ward Action Plans	Advisory	27/75
12 March 2018	Understanding Universal Credit	Advisory	17/75
19 March 2018	Understanding More about Modern Slavery	Advisory	7/75
16 July 2018	Draft Waste Strategy & Forthcoming Projects	Advisory	15/75
5 / 6 September 2018	Changes To Glass Collection Recycling	Advisory for Pilot Wards	13/30

7. The following number of All Wales Academy e-learning modules have been completed by elected members since 01 April 2018

Topic	Number completed
Chairing Meetings	1
Corporate Parenting	2
Data Protection Awareness	3
Decisions for Future Generations (Councillor Development)	2
Effective Writing	1
Emotional Intelligence	1
Ethics and Standards old	7
Freedom of Information	2
Introduction to Equality & Diversity (Councillor Development)	2
Introduction to Scrutiny (Councillor Development)	1
Public Speaking Skills	1
Social Media	1
Social Services and Well-Being (Wales) Act 2014	1
Stress Awareness	1

Topic	Number completed
Using E-learning for your Development	1
Violence against women, domestic abuse and sexual violence	1

8. At the Democratic Services Committee meeting held on 05 February 2018 the following topics were identified for inclusion in the ongoing Member Development Programme 2018
- a. Essential and Skills Sessions  
 ((E) Essential sessions in relation to Statutory / Legislative responsibilities)
- **Corporate Health & Safety (E) – Legal Responsibilities**
  - Dealing with Mental Health issues
  - Social Media
  - Dealing with the Media
  - **Meet the Regulators (E)**
  - Chairing Skills
  - Members Personal Safety & Security
  - PREVENT
  - Meeting Welsh Language Standards
- b. Committee Specific
- Licensing Committee - Licensing Hearings (Institute of Licensing)
  - Planning Committee – Supplementary Planning and Policy sessions
  - Planning Committee – Workshop with Planning Aid Wales
- c. Repeat Essential Sessions (for those Councillors who have not completed)
- Local Government Finance and Budget (17/40 to complete )
  - Equality and Diversity (E) (44/75 to complete)
  - Corporate Parenting (E) (47/75 to complete)
9. The recent Wales Audit Office (WAO) Overview and Scrutiny – Fit for the Future report identified that “the Council may wish to reflect on the different skills and knowledge its scrutiny members will need to respond more effectively to current and future challenges. This will be important as the Council takes forward its Delivering Capital Ambition transformation programme.”
10. In response the Scrutiny Chairpersons and Officers are developing an action plan which is proposing additional training opportunities for scrutiny Chairpersons and Members to be included as part of the Member Development Programme. These topics include:
- scrutinising regional, collaborative and commercial arrangements,
  - commercialisation,
  - financial analysis,
  - options appraisals,
  - engaging ward members and stakeholders in scrutiny work
  - Wellbeing of Future Generations Act (WFGA)
  - Questioning Skills
  - Performance scrutiny

- Chaining Skills
  - Scrutiny of budget
11. With the next meeting of the Democratic Service Committee scheduled for 14 Jan 2019 the following Elected Member Learning and Development activities are proposed to be scheduled for the next 5 months:

#### Primary Training activities

a. LGBT Awareness

In addition to generic Equality and Diversity sessions we are able to offer an awareness session of 45 minutes the specific issues around trans equality and difficulties and myths facing a trans person and plans to reform Gender Recognition legislation. The proposed session will be run in October.

b. UNICEF - UN Children Rights Sessions

It was previously agreed that these sessions be considered as essential for all Elected Members and a number of repeated sessions of part 1 and part 2 will be provided on 27<sup>th</sup> and 28<sup>th</sup> November.

c. Wellbeing of Future Generations Act (WFGA)

It is planned that the delivery of this topic be split into 2 parts. The first is for Elected Members to undertake the e-learning module during December 2018. This will then be followed up in January with a sessions which are hoped to include representatives from the Future Generations Commissioners Office to provide an overview of the Act, Policy Officers from Cardiff to provide an overview of how the Act is being applied in Cardiff.

d. No primary training activities to be scheduled in February due to the Budget

#### Committee Specific Training

a. Licensing Committee –Licensing Hearings (Regional Training)

An opportunity for Members to refine their knowledge of legislation and procedures relating to the Licensing function of the Council, in particular relating to policies and criteria; the conduct of Licensing hearings and how to present and Committee.

b. Planning Committee – Policy Matters including Supplementary Planning Guidance (SPG)

Session will be arranged in the autumn as part of the Planning Policy for Committee Members to understand and input into the review and development of Supplementary Planning Guidance to support their knowledge and expertise when considering development and planning applications in the city.

c. Scrutiny Committees – Budget Scrutiny

This training will be targeted for Chairpersons and Members of Scrutiny Committees who will be involved with the Scrutiny of the 2019-20 Budget proposals and are intended to support Scrutiny consideration of the Budget proposals

12. Work is ongoing to identify suitable dates times and venues for these events. With existing workloads and demands on the providers of these events the Committee is requested to authorise the Head of Democratic Services to arrange or reschedule the events listed in Paragraphs 11.
13. The Elected Member Learning and Development activities listed above require a significant commitment from elected members to attend these activities. Many of the learning and development sessions which have been previously provided have included a number of repeated events to increase the overall number of Elected Member attending these events. Any activity which is co-ordinated by the Democratic Services Team can be time consuming and resource intensive to ensure that the events take place and the outcomes are recorded.

#### Survey of Training Timings

14. It is proposed that a survey of training timings be undertaken to determine the preferences of Elected Members and to encourage their participation in Learning and Development activities. The results of the survey would be used to form the basis of any future activities. Having events at suitable times, in convenient locations and which are delivered at a manageable level each month should improve attendance and potentially reduce the costs associated with providing a number of repeated sessions.
15. It is hoped that the survey would also identify the type of training preferred by Elected Members. This may be face to face activities such as workshops or briefing sessions, e-learning opportunities and market place events where Elected Members will have the opportunity to participate in a number of short learning activities delivered in a single event.

#### Elected Member Learning and Development Strategy

16. As stated in Paragraphs 3 and 4 of this report Member development activities should be identified from a range of sources and should meet the individual and collective needs of Elected Members.
17. In 2015 the Committee approved the adoption of a Member Development Strategy for 2015-16 which included the following aims:-
  - To ensure that there is support in place for every Member, to enable them to acquire and develop knowledge and a full range of skills to support their communities;
  - To clearly define the Democratic Services Committees responsibilities to Member Development;
  - To clearly define officers responsibilities in relation to Member Development
  - To identify adequate resources to meet the objectives of the development programme;
  - To achieve Member Development Charter Status by June 2014.
18. This Member Development Strategy is no longer fit for purpose and requires a complete review and re-write to ensure that appropriate Elected Member Learning and Development opportunities are identified and prioritised and that the needs of the current Elected Members are met.

19. It is proposed that the Head of Democratic Services develops a revised Elected Member Learning and Development Strategy in collaboration with a cross party working group of 3 or 4 Committee members. The draft Elected Member Learning and Development Strategy will be submitted for consideration by the Democratic Services Committee at its next meeting in January 2019.

### **Legal Implications**

20. Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to secure the provision of reasonable training and development opportunities for its members. Each member should also have the opportunity to have a review of their training and development needs on an annual basis. If a member decides to have an annual review of their training and development needs, the authority must ensure that the review includes an opportunity for an interview with someone who they consider to be “suitably qualified” to advise about the training and development needs of a member. In considering these requirements, regard must be had to the statutory guidance issued by the Welsh Ministers.
21. The guidance recommends that the Democratic Services Committee (DSC) has overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to members to carry out their functions. It also notes that ‘The agreed, training and development opportunities could be contained within a published development strategy. The Welsh Local Government Association’s Charter for Member Support and Development (“the Charter”) could be used for guidance purposes by local authorities in developing their strategies. Local authorities may wish to consider the requirements to achieve the Charter when developing their strategies and programmes.’ (Guidance paragraph 2.10). The Committee should note the contents of the separate report on the WLGA Charter (agenda item 6) in this regard.

### **Financial Implications**

22. The cost of the proposed member development programme will be met from within existing resources.

### **RECOMMENDATIONS**

The Democratic Services Committee is recommended to:

- (1) Approve the topics identified as the Primary Training Activities and Committee Specific training for delivery in the next 5 months.
- (2) Authorise the Head of Democratic Services to arrange or reschedule the events listed in Paragraphs 11 for delivery as necessary.
- (3) Approve the provision of a “Survey of training timings” to assist in identifying the learning and development preferences of all Elected Members.
- (4) Agree the development of a revised Elected Member Learning and Development Strategy by the Head of Democratic Service in collaboration with a cross party working group of 3 or 4 Committee members, for approval by the Committee.

- (5) That nominations of 3-4 Committee Members be received for appointment to the cross party working group tasked with developing the Elected Member Learning and Development Strategy.
- (6) Identify its intentions regarding the WLGA Charter for Member Support and Development

**G JONES**  
**HEAD of DEMOCRATIC SERVICES**  
25 September 2018

Background Papers - None