

AGENDA ITEM: 8

WALES CHARTER FOR MEMBER DEVELOPMENT

REPORT OF THE COUNTY CLERK AND MONITORING OFFICER

Reason for this Report

1. To update the Committee on progress in achieving the Wales Charter for Member Support and Development.

Background

2. The Democratic Services Committee set up a Task and Finish Group to review Member Development. This was convened in October and has so far met four times to consider:
 - A Member Development Strategy
 - A Member Training and Development Programme
 - The Wales Charter for Member Support and Development (including role descriptions and Personal Development Reviews for Members)
 - An all Member Survey
3. The Welsh Local Government Association (WLGA) has developed a national programme of support, the Wales Charter for Member Support and Development. This was developed in collaboration with Members representing each of the political groups and Member Support Officers from across Wales.
4. This Charter aims to provide a broad framework for local planning, self-assessment, action and review together with networking and comparison amongst authorities and the sharing of good and innovative practice.
5. The Democratic Services Committee considered a report at their December meeting and resolved that a further report be brought to a future meeting of the Committee setting out timescales to achieve the Charter.

Progress

6. On 19 December 2013, Full Council unanimously agreed the Committees recommendations to apply for the Charter and to adopt the recommended Framework member Role Descriptions and Person Specification. A

statement of Intent was signed by the Leader of the Council on the 8 January 2014.

7. A detailed assessment of outstanding tasks to accompany the Charter are set out in Annex 1.
8. It is proposed that the Task Group continue meeting to oversee the completion of the outstanding items, and to keep the Training and Development Programme up to date.

Legal Implications

9. There are no legal implications arising directly from the contents of this report.

Financial Implications

10. There are no direct financial implications arising from this report.

RECOMMENDATIONS

That the Committee notes the position.

Marie Rosenthal
County Clerk and Monitoring Officer
22 November 2013

Appendix 1 – Progress in Completing the Charter

APPENDIX 1

A1. Members are supported with role descriptions.	
	<p>Role Descriptions adopted by Council on 19 December 2013 Full set of signed role descriptions as evidence. Guidance issued to Members on their roles on Outside Bodies, along with Role Description for each.</p>
A3. Members are supported in understanding their roles and responsibilities as set out in the Constitution.	
	<p>Training on Constitution programmed for 10 March with detailed guidance to follow. Training will include:-</p> <ul style="list-style-type: none"> • the roles, responsibilities and limits to the roles of committees • the role of individual members and officers • Member/officer protocols including Access to Information • meeting practice • standing orders • rules of debate
B1. A member learning and development strategy has been adopted.	
	<p>Draft Strategy in place including:-</p> <ul style="list-style-type: none"> • a commitment to and methodology for undertaking development needs analyses through a PDR scheme or TNA for those members not requesting a PDR, which identifies the local and national, collective and individual development needs of all members. • a commitment to and methodology for developing members according to the needs of the organisation. • a commitment to and methodology for creating personal development <u>plans</u> for all members. • a methodology for responding to the development needs of members identified in their personal support and development reviews or TNAs
B2. Arrangements are in place for <u>all</u> members to be offered a PDR.	
	<p>Process for PDR's to be adopted, with relevant officers/Members trained to carry out. It will be:-</p> <ul style="list-style-type: none"> • be based on role descriptions • contribute to personal development plans • be conducted by senior members or other deemed suitably qualified as set out in the Measure guidance • be <u>made available</u> for all members and <u>must</u> be undertaken by members in a receipt of a senior/civic salary. • Reflect the outcome of the recent all Member Survey. • Training in place for PDR reviewers by WLGA on 24th March 2014.
B5. Development activities are relevant and of high quality.	
	<p>Learning activities are provided in appropriate styles and settings based on the learning needs and styles of individuals and committees. The Council has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities. This includes</p>

	internal, external and collaborative arrangements.
B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring the outcomes	
	The Democratic Services Committee is responsible for developing, implementing and monitoring its strategy for member support and development. Individual members and officers have clear roles in leading and championing this area. The needs of all political groups and independent members are taken into account regardless of political affiliation.
B8. Members are offered the opportunity to be mentored by member peers.	
	A Councillor Mentoring Scheme is in place.
C2. Arrangements made for the business of the Council are flexible and enable members to participate fully regardless of personal circumstance	
	Members have been involved in developing the approaches to remote attendance as set out in the standing orders as/when required by the Measure. Committee Members are able to set the times of their meetings to suit the majority. All Members have been surveyed to ascertain preferred timings of meetings.
D1. All members are provided with adequate access to ICT.	
	<ul style="list-style-type: none"> • Members are supported in remote working through the use of remote access codes and Skype etc. • Members are provided with support to enable them to remotely attend meetings according to the standards set out in the standing orders (when implemented through the Measure). • Members are advised on the use of mobile communications and digital and social media and have access to relevant social media sites, discussion fora and communities of practice such as is required to undertake their role.