CARDIFF COUNCIL
CYNGOR CAERDYDD

DEMOCRATIC SERVICES COMMITTEE: **2 April 2014**

AGENDA ITEM:

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 five 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.   On 19 December 2013, the Council unanimously agreed the Committee's 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.

Progress

6.   The timeline to complete the tasks necessary to apply or the Charter indicated that all actions should be completed by this meeting on the 2 April. A detailed position assessment of those tasks is set out in Annex 1.

Personal Development Reviews (PDR) for Members

7.   PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. The Local Government (Wales) Measure 2011 places a requirement on authorities to provide all members with an opportunity to have a PDR to assess their development needs It is also a requirement of achieving the Charter that all members in receipt of a senior or civic salary.

8.   62% of members responding to the all member Survey in January 2014 indicated they would be content to have a PDR and that this would improve training and development for members.

9.   The WLGA provided a training workshop session for officers, political group leaders and whips on Monday 24 March. A methodology based on WLGA Guidance and best practice elsewhere was agreed at the session. This will enable the launch of a Cardiff PDR Scheme in early April giving members an opportunity to book sessions either within their political group or with a suitable qualified officer. The WLGA are able to offer independent PDR session with those members in receipt of a senior or civic salary

Legal Implications

10.   There are no legal implications arising directly from this report.

Financial Implications

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

RECOMMENDATIONS

That the Committee:

(1) Notes the position and acknowledges the professional support of the WLA and its officer Sarah Titcombe in supporting the progress to date in working towards the Charter
(2) Agrees to launch the PDR Scheme outlined in the Report
(3) Authorises the County Clerk in consultation with the Chair of the committee to formally apply for Charter status

Marie Rosenthal
County Clerk and Monitoring Officer
22 November 2013

Appendix 1 – Progress in Completing the Charter

A1. Members are supported with role descriptions.	

	When were Role Descriptions adopted by Council?
	      Full set of signed role descriptions as evidence.
	      Guidance issued to Members on their roles on Outside Bodies, along with Role Description for each.

A3. Members are supported in understanding their roles and responsibilities as set out in the Constitution.	

	Training on Constitution programme for 10 March
	      Take up must be "high" – Over 25 members attended
	      Training must include:
	      • the roles, responsibilities and limits to the roles of committees
	      • the role of individual members and officers
	      • Member/officer protocols
	      • meeting practice
	      • standing orders
	      • rules of debate

B1. A member learning and development strategy has been adopted.	
	Due to be adopted and must include: • 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.	
	Process for PDR's must be adopted, with relevant officers/Members trained to carry out. They must • 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. **Note**, although the measure does not require the leader to undertake a review, the Charter does. The Charter requires that all members in receipt of a senior salary undertake this.

B5. Development activities are relevant and of high quality.	
	Learning activities are provided in appropriate styles and settings based on the learning needs and styles of individuals and committees. The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities. This could include internal, external and collaborative arrangements. Internal training, (rather than briefing) should be designed and provided with the support of training/OD professionals in addition to member support or policy/service officers.
B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring the outcomes	
	The Authority has clearly defined the arrangements 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. This role should be undertaken by the Democratic Services Committee and its chair or other appropriate fora such as a member support and development working group. Individual member(s) and officer(s) have clear overall responsibility for developing, implementing and monitoring the strategy and progress of the programme.
B8. Members are offered the opportunity to be mentored by member peers.	
	Mentors are trained in mentoring skills Mentoring might include member to member or working with member or officer "buddies" The authority should be exploring the need to provide Leadership mentoring for the Leader and Cabinet if requested. Councillor Mentoring Scheme 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 .
D1. All members are provided with adequate access to ICT.	
	- 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.