
AGENDA ITEM:

MEMBER DEVELOPMENT PROGRAMME 2014/15

REPORT OF THE COUNTY CLERK AND MONITORING OFFICER

Reason for this Report

1. To update the Committee on the delivery of the Member Development Strategy and updated Member Development Programme for 2014/15.

Background

2. Following an all Member survey in January 2014, the Democratic Services Committee, on 5 February, established a Task and Finish Group with a remit to develop and deliver a Member Development Strategy. At its meeting on 2 April, the Committee agreed the Group's proposed Strategy. This Strategy provides a framework for ensuring Members are provided with a full range of development opportunities to enable them to effectively carry out their many roles as Community Leaders and representatives of the Council.
3. The Task and Finish Group met on the 3 September 2014 and have recommended the updated Programme for the remainder of 2014/15 at Appendix A

Current Issues

4. Members' ICT forms a key component of the Programme designed to support the launch of the new mobile devices for Councillors as part of the Networked Councillor project. A well-attended (16 Members) session on Social media was held on the 16 co-hosted by Councillor David Harrington (Cabinet Member for Stockton-on-Tees Borough Council and LGiU Online Councillor of the Year 2013) and Paul Stockton (Chair of City of Cardiff Council's Standards & Ethics Committee).
5. There were two further events in June and July, partly funded by the WLGA, to support the roll out of Tablet devices to Members.

6. As discussed at the last meeting of this Committee, the University of South Wales have offered the to run the following three short courses:

- Political Awareness
- Understanding and Challenging Performance
- Governance and Scrutiny

The Task and Finish group agreed to proceed with one of the sessions looking at Performance to assess member interest in participating further in a university accredited programme of member development.

7. Members have also requested further training on the Constitution and a session on Access to Information and the Code of Conduct are planned for delivery later in the year.
8. The Member survey carried out in February 2014 highlighted the achievement of a work life balance as a skill members wished to address and a seminar has been developed with the Council's' Health and safety Team to do this.
9. The Survey also identified an interest in developing further skills for effectively handling the media, communicating with media tools and effectively using IT
10. Members have also requested training in relation to the forthcoming budget and council tax setting alongside practical knowledge and skills to support local communities through this period of change.
11. The recent Estyn Monitoring Report has highlighted the important role of the Children and Young Persons Scrutiny committee. We have agreed to develop and deliver a formal programme of training to be delivered, alongside the member development programme covering education performance, analysis, and assessment, for the Scrutiny Committee members.

Legal Implications

12. 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

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

Recommendation

It is recommended that the Committee considers and agrees the proposed Schedule of Member development for the remainder of the year.

**MARIE ROSENTHAL
COUNTY CLERK AND MONITORING OFFICER
DEMOCRATIC SERVICES**

The following Appendix is attached:

Appendix A: Programme of Training 2014/15

Democratic Services - Supporting Elected Members

Gwasanaethau Democrataidd - Cefnogi Aelodau Etholedig



MEMBER DEVELOPMENT PROGRAMME 2014-15

APRIL 2014	Event	Speaker	Invitees
Monday 7 April 17:00 – 18:00 Committee Room 2, County Hall	"Emotional Abuse"– Children's Services briefing	Social Care Training Unit in partnership with Operational Managers and Social Work Practitioners	All Members (5 Attended)
Wednesday 16 April 17:00 – 19:00 Technology Suite, Courtyard, County Hall	Staying Out of Trouble on Social media	Paul Stockton (Chair of Standards & Ethics Committee) and David Harrington (Cabinet Member for Stockton-on-Tees and "LGiU Online Councillor of the Year 2013")	All Members (17 Attended)
MAY 2014			
Monday 12 May 17:00 – 18:00 Committee Room 3	"Assessing Children and Families"– Children's Services briefing	Social Care Training Unit in partnership with Operational Managers and Social Work Practitioners	All Members (1 Attended)
18:00 – 19:00	"Family Support and Intervention"– Children's Services briefing		

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JUNE 2014	Event	Speaker	Invitees
Monday 2 June 18:00 – 19:00 Committee Room 1, County Hall	"Improving Outcomes for Looked After Children" – Childrens' Services Briefing "Domestic abuse and honour based violence" – Children's Services briefing	Social Care Training Unit in partnership with Operational Managers and Social Work Practitioners	All Members
Tuesday 24 June 12:30 – 15:30 Technology Suite, Courtyard Building, County Hall	Launch of the Networked Councillor Project (part 1 of a series of 2)	Public-i, ICT officers, County Clerk & Monitoring Officer	All Members
JULY 2014			
Monday 14 July Technology Suite, Courtyard, County Hall	Networked Councillor Project (part 2 of a series of 2)	Public-i, ICT officers, County Clerk & Monitoring Officer	All Members
AUGUST 2014			
SUMMER RECESS			
SEPTEMBER 2014			
Tuesday 30 September Committee Room 3 County Hall All-day event	Licensing Hearings: Everything You Wanted To Know But Were Afraid To Ask	Institute of Licensing	Committee Members Only

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OCTOBER 2014	Event	Speaker	Invitees
Monday 27 October Meeting Room D City Hall 16:00 – 18:00	Public Speaking Skills This seminar will empower delegates with professional techniques to feel at ease and confident speaking in any public forum, including those which are webcast.	John Evans	All Members
NOVEMBER 2014	Event	Speaker	Invitees
November TBA	Budget setting An introduction and refresher session to outline the budget and council tax making process	Christine Salter / Marcia Sinfield	All Members
Friday 7 November 09:30 – 12.30 Room D, City Hall	Community Development Workshop (Morning Session) The session will cover a number of themes including asset transfers, co-production, funding, volunteering and setting up community organisations. There will also be an opportunity to discuss case studies of good practice and to learn from what has worked well and what barriers have needed to be overcome	Mel Witherden	All Members
Wednesday 12 November 18:00 – 20:00 Committee Room 3 County Hall	Community Development Workshop (Evening Session)	Mel Witherden	All Members
DECEMBER 2014	Event	Speaker	Invitees
Monday 1 December	Understanding and Challenging	Prof. Catherine Farrell,	All Members

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09:00 – 13:00 Committee Room 1 County Hall	Performance. This workshop will explore the member role in supporting the improvement agenda for local authorities, reflecting the austerity within which they need to operate, facilitating member reflection and review and how best to support the agenda for change.	University of Wales The University of South Wales has a strong reputation in the delivery of work related training and professional development within the broad public service governance and leadership fields	
Monday 8 December 16:00 – 18:00 Committee Room 1 County Hall	Media Training A practical session to equip councillors with techniques for dealing with the media, who the media are in Cardiff and the structure of media interviews.	TBC	All Members
JANUARY 2015	Event	Speaker	Invitees
Monday 12 January 10:00 – 12:00 Committee Room 1 County Hall	Chairing Skills This seminar is essential for elected members who chair meetings. It is ideal for those who need to develop their skills – either as chair or as a participant of formal and informal meetings. The session will help delegates understand the factors that go to make an effective meeting, including: preparation; questioning; listening; summarising skills; and the	TBC	All Members

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	importance of body language. In the very challenging and difficult times for local councils and councillors, particular attention will be paid to the strategies that can be used to resolve tense situations and potential conflict at meetings		
FEBRUARY 2015	Event	Speaker	Invitees
Monday 2 February 14:00 – 16:00 Committee Room 1 County Hall	<p>Being a more effective Councillor</p> <p>Being an elected Member can be tough: the public profile, credibility and expectations placed upon elected members are numerous, requiring the maintenance of high levels of energy and performance. Carrying out multiple roles and working with a variety of people and managing a variety of different roles and situations (not to mention getting the 'work – life balance' right) requires resilience.</p> <p>Personal resilience is about maintaining a sense of wellbeing, being mentally strong, effectively meeting different demands and performing at one's best on behalf of individuals, communities as well as being an effective leader. This is a very practical session that will provide each participant with methods and helpful ideas to manage</p>	TBC	All Members

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	the pressures they face and enable them to be able to maximise the positive aspects of being an elected member.		
MARCH 2015	Event	Speaker	Invitee
Wednesday 25 March 16:00 – 18:00 Committee Room 3 County Hall	Good Governance - Code of Conduct Update / Access to Information / Constitution Update A useful update on Members' rights and obligations under the Constitution.	County Clerk & Monitoring Officer	All Members