

**STANDARDS & ETHICS COMMITTEE:**

**26 January 2010**

---

**REPORT OF THE MONITORING OFFICER**

**AGENDA ITEM: 8**

**MEMBER APPRAISALS**

---

### **Purpose of the Report**

1. To agree an appraisal process for Members of the Standards & Ethics Committee within the Council's member development programme.

### **Background**

2. The Council has adopted a member development strategy which is attached at Appendix 1. The Standards & Ethics Committee has constantly supported and commended the importance of support and training being offered to all elected members. This has been reinforced in each annual report. The Council intends to see accreditation from the WLGA member development charter and work is ongoing to develop our current programme so that this aspiration may be met. Details of the charter are attached at Appendix 2.

### **Member Appraisals**

3. Members of the committee have indicated that, as part of their development programme, there should be an appraisal of their own skills and contribution to the work of the committee linked with an individual assessment of their development needs. Members have suggested that this could be considered as a pilot for any future extension of appraisals throughout the Council.

### **Suggested way forward**

4. Any appraisal scheme should be introduced on the following terms:-
  - Appraisals should take the form of 1 to 1 discussions between the Chair of the committee and the individual member on an annual basis.
  - Each appraisal will be confidential to the Chair and individual member.
  - The structure of the discussion will be in the format attached at Appendix 3.

- Any development needs to be identified for individual members who will be met by the Council within the budgets set for training and development.
- Following the appraisal the Chair will advise the Council of the proposed training and development needs for each member of the committee and a training plan would then be agreed with that member

### **Legal Implications**

5. There are none arising from this report.

### **Financial Implications**

6. There are none arising from this report.

### **Recommendations**

The committee

- (a) endorse the Council's aspiration to seek accreditation to the WLGA Charter as set out in Appendix 2.
- (b) adopt the appraisal scheme as set out in para. 4 and Appendix 3.

**Kate Berry**

City and County Solicitor & Monitoring Officer

Dated: 26<sup>th</sup> January 2010

**STANDARD & ETHICS COMMITTEE**

**Member Appraisals**

Name:

Date:

Section 1 – This is an opportunity to review your contribution to the committee over the past year.

Issue to consider as examples:-

- What areas of the work programme did you contribute most to.
- What did you consider to be successes.
- What skills/knowledge did you bring to the committee.
- What was your "added value"?

Section 2 – This is an opportunity in the light of Section 1 to consider any development needs.

Issues to consider as examples

- What did not work so well during the committee. Were there any areas where you felt you could not contribute. If not, why not.
- Were there any gaps in your knowledge.
- Are there any "sole skills" that you would wish to develop e.g. influencing; communication.

Section 3 – This is an opportunity to set out your training and development needs over the next 12 months

Section 4.- This is an opportunity to summarise the discussion during the appraisal session

Section 5 – Agreed Training and Development Plan.

Signed

Chair

Signed

Committee Member

## Wales Charter for Member Support and Development – Self Assessment Framework

A. The Council operates modernised constitutional arrangements which function effectively and support strong corporate governance.	Requirement	Authority Approach and Actions	Supporting Information for enclosure with the Submission
1. Members are supported with role descriptions.	Role descriptions are adopted for the: <ul style="list-style-type: none"> <li>• Leader</li> <li>• Deputy Leader</li> <li>• role of the executive member</li> <li>• scrutiny member</li> <li>• chair of scrutiny</li> <li>• chairs of statutory and area committees.</li> </ul>		
2. Office holders receive regular personal support and development interviews.	Personal support and development interviews which are: <ul style="list-style-type: none"> <li>• based on role descriptions</li> <li>• contribute to personal development plans</li> <li>• are undertaken by senior members</li> </ul> are in development for all members in receipt of a special responsibility allowance.		
3. Accessibility arrangements made for the business of the council are flexible and allow members to participate fully, taking into account employment, family and caring responsibilities.	A review of the arrangements for council business has taken place and as a result, meeting times, timings and venues reflect the needs of members as closely as possible.		

<p><b>4. Members undertake their duties according to high standards of conduct.</b></p>	<p>All members have received training and development in the detail of the local code of conduct.</p>		
<p><b>5. The constitution itself supports strong corporate governance by clearly defining the role of the different member functions and their interrelationship.</b></p>	<ul style="list-style-type: none"> <li>• all members have received training on and understand the contents of the constitution.</li> <li>• it clearly sets out the roles and responsibilities of the member committees and individual members and officers.</li> </ul>		

<p><b>B. Member Development</b></p>	<p><b>Requirement</b></p>	<p><b>Authority Approach and Actions</b></p>	<p><b>Sources of Information</b></p>
<p><b>1. A Member Learning and Development Strategy has been adopted.</b></p>	<p>A local Member Development Strategy is in place. The Strategy sets out the approach that the authority takes to member development. It includes:</p> <ul style="list-style-type: none"> <li>• a commitment to undertaking development needs analyses which identify the local and national, collective and individual development needs of all members.</li> <li>• a commitment to creating personal support plans for members within 6 months of their Charter submission.</li> <li>• a commitment to responding to the development needs of members identified in their personal support and development interviews.</li> </ul>		

<p><b>2. A development programme for councillors is in place with a mechanism for its annual review.</b></p>	<p>An annual development programme informed by the member development strategy is in place.</p>		
<p><b>3. Prospective candidates, candidates and new members are informed of their potential role and responsibilities.</b></p>	<ul style="list-style-type: none"> <li>• The Council uses the national guidance and support materials available for candidates and prospective candidates.</li> <li>• All new or returning members are provided with a programme of induction</li> </ul>		
<p><b>4. Development activities are appropriate.</b></p>	<p>Learning activities are provided in appropriate styles and settings based on identified learning needs and styles of the individuals and teams</p>		
<p><b>5. There is a clear responsibility for leading the programme, driving the strategy and monitoring the out comes.</b></p>	<p>A member “champion” and member development working group made up of members and officers is in place to sponsor the strategy and programme.</p>		
<p><b>6. Resources are identified and provided for member development within the Charter framework.</b></p>	<p>Dedicated resources are identified and provided for member development activities as defined within the Charter.</p>		
<p><b>7. All councillors are made aware of, guided to, and are able to access the development activities equally.</b></p>	<ul style="list-style-type: none"> <li>• The annual development programme is planned and publicised in advance.</li> <li>• Individual members and teams are encouraged to attend particular activities.</li> <li>• The timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities.</li> </ul>		

<b>8. The development provided is of a sufficiently high quality.</b>	The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities.		
<b>9. Councillors make a commitment to participate in the mutually agreed number of activities per year.</b>	<ul style="list-style-type: none"> <li>• Members agree to participate in a certain amount of development per year according to their role, needs and experience.</li> <li>• Every member will participate in some activities but the overall quantity will vary.</li> </ul>		
<b>10. The authority and members work together to create an environment of learning and development.</b>	It is widely understood that it is a members 'right' and responsibility to receive the essential development that they need.		
<b>11. Members are offered the opportunity to be mentored by member peers.</b>	The authority is exploring the needs of members to be mentored.		

<b>C. Member Support Services</b>	<b>Requirement</b>	<b>Authority Approach and Actions</b>	<b>Sources of Information</b>
<b>1. Officer support is provided for all the member functions.</b>	Every member committee, panel, forum etc. has officer support provided. Members are also supported in their constituency work.		
<b>2. Dedicated support is available for Overview and Scrutiny.</b>	Overview and Scrutiny committees have dedicated support from officers who can research independently of the management structure.		

D. Member Facilities	Requirement	Authority Approach and Actions	Sources of Information
<b>1. All members are provided with adequate access to ICT.</b>	<ul style="list-style-type: none"> <li>• Hardware, 'office' packages, the Internet email and the Intranet are available for all members.</li> <li>• Basic training is provided in its use and help desk facilities are available.</li> </ul>		
<b>2. Library and intranet facilities are provided</b>	A Library of hard copy and/or electronic information dedicated to member needs is provided as part of the information and research support.		
<b>3. A location and facilities where members can work in privacy, undisturbed by the council is provided.</b>	<ul style="list-style-type: none"> <li>• Shared areas such as member rooms are made available for each political group.</li> <li>• Private rooms are also available for use for meetings.</li> <li>• Senior office holders have access to offices.</li> <li>• Leaders and deputies have their own office.</li> </ul>		
<b>4. Telephony services.</b>	Facilities to make and receive calls in private are provided for all councillors together with call referral and handling.		