
REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

MEMBER LEARNING & DEVELOPMENT UPDATE

Reason for this Report

1. To provide an update on Member Learning and Development opportunities 2016/17.
2. To consider the outcomes from the Members Survey 2016 in relation to Member Learning and Development and Member Induction 2017.
3. To initiate the Member Development Steering Group to meet to progress the Member Development Programme for the remainder of the municipal year and input into the development of the Member Induction 2017.

Background

4. The Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report on 26 February 2016, formally received by Cabinet on 10 March 2016 on its assessment undertaken in October 2015.
5. Paragraph 50 of the WAO report referred specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.
6. In response to the one statutory recommendation received, the Council has prepared a statement of action and proposed timetable. Improvement action P5 (b) and (c) are relevant to the remit of this Committee and are set out below:-

"Enhance Member accountability by:

b) strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively; and
c) determining what training should be considered essential for Members to discharge their role effectively."
7. The following was put forward to Cabinet on 21 March 2016 in relation to improvement proposal P5: - (see table)

Ref	Action	Timescale	Responsible Officer(s)
P5b	Democratic Services Committee to review Member Development & Training and agree new approach and programme to commence in May 2017	December 2016	Democratic Services
P5c	Democratic Services Committee to agree essential training and frequency of training prior to start of new council term in May 2017.	December 2016	Democratic Services

8. Member Learning and Development opportunities are essential for Councillors and Independent and co-opted Members to acquire new skills; receive updates and important information to support their role as decision makers; as well as personal development in a wide range of topics to support other roles of Councillors within the Council and the Community.

Member Development 2016/17

9. Since the last meeting the following sessions have been arranged:
- Individual Member one to one support for the roll-out of the new Tablets;
 - Individual Member one to one familiarization sessions on the Modern.Gov App; Members Enquiry System and Members Self-Serve on Modern.Gov;
 - Recruitment and Selection Training for Appointment Committee Panel Members;
 - Chaining meetings and Governance Procedure training Chair & Deputy Chair of Council;
 - Personal Safety and Security Session for Cabinet Members and the development of an easy guide for Members.
 - Welsh Language Awareness training;
 - Welsh Language Intensive Beginners Course.
10. The following topics have been identified as development and learning opportunities from September 2016 May to July 2016:
- Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;
 - Member Workshop Session on Social Services and Well-being (Wales) Act;
 - Guidance for Members on being a Corporate Parent (Essential);
 - Safeguarding – Adults and Children (Essential);
 - Child Sexual Exploitation;
 - Personal Safety and Security Workshop for Members;
 - Prevent and Contest Strategy in Cardiff and the Role of Councillors;
 - Planning Act Requirements and protocols;

- Urban Design Team and Design Council for Wales: the design process; best practice; Supplementary Planning Guidance.
11. In addition, in the autumn there will be periodic topical briefing on key policy matters and issues identified by Members.

Annual Leadership Programme for Elected Members 2016

12. As part of Academi Wales, the Welsh Government and Welsh Local Government Association (WLGA) working in partnership with the Local Government Association (LGA) deliver the Leadership Programme for Elected Members on an annual basis.
13. The Leadership Programme is recognised by the ILM (Institute of Leadership & Management), the UK's leading awarding body for leadership and management, and Leadership Academy graduates will receive an accredited certificate.
14. The programme is limited to 25 members and these places are shared across the 22 Local Authorities in Wales. Closing date for nominations is 15th July 2016.
15. During this administration 6 Councillors from cross parties have completed the course.
16. It is the practice that expressions of interest are sort through the Party Group Whips or individual independent Councillors. Depending on the numbers the Group Whips agree the names to go forward as course participants. This process has been undertaken for 2016 and two nominations with reserve nominations have been put forward to the WLGA for the programme which will be held in September and October 2016. Participants must commit to completing all 3 modules of 2 days which are held at weekends.

New Councillor Guide

18. The Welsh Local Government Association and the Member Support Officers (MSO) Network have produced and recently issued a new Candidates' Guide aimed at persons interested in becoming a Councillor for the first time at the Local Government Election in 2017. The document, entitled "Be a Councillor – Make a Difference" is available on the WLGA website through the following link: -
19. The Guide aims to encourage people from diverse backgrounds to consider standing, and is available to political groups and independent persons, and will be circulated to party group whips and linked to the Council's own website.
20. The Committee is advised that the Local Democracy Week will be held 10 – 16 October 2016 which could provide an opportunity for activities to promote the work of a Councillor, and the Committee may wish to consider in consultation with the lead Cabinet Member hosting an event during this week.

21. The WLGA will produce a similar “Councillor’s Guide” for new Members elected in May 2017. This is a useful guide to Elected Members, and will be a precursor to the Induction training which will follow for all those who have been elected.

Councillors Induction 2017

22. Similar to the new Candidates Guide the WLGA and MSO Network have produced a draft plan for Member Induction in 2017 with a view to ensuring all Members elected to Local Authorities in Wales in 2017 are provided with a similar induction experience and level of understanding. The indicative programme is attached to this report as Appendix A.
23. It is recommended that the Member Development Steering Group in preparing the programme for the Cardiff Member Induction 2017 consider adopting this plan and adapting it to the needs of the Council. The plan is a year-long plan which will spread the learning and development opportunities for Members over this period and identifies those elements which are considered to be compulsory and essential for all Members to complete.
24. The WLGA is also planning to run regional induction sessions for Members in September and/or October 2017, as they did after previous local elections. These sessions were very well received by new councillors in 2012 and are an opportunity for new members to talk to other new members, from other local authorities, as well as to learn about the bigger picture.
25. The Council will also offer its Mentoring Scheme to new Members, and the Member Development Steering Group may wish to review and refresh this scheme in light of experiences.

Member Development Steering Group

26. It is proposed that the Member Development Steering Group meet to: -

Stage 1

- review the Member Development Strategy 2015/16;
- review the 2015/16 Member Development Programme and feedback from the Members Survey on Member Learning and Development;
- prioritise Member Learning opportunities from September 2016.

Stage 2

- inform and develop the Member Induction 2017.

27. Meetings of the Steering Group for Stage 1 be arranged for end of July and August and that Stage 2 be commenced in early September to look at the Draft Induction 2017 programme for Cardiff Councillors and an update be provided to Committee at its meeting on 21 September 2016.
28. The Committee is asked to consider the Membership of the Steering Group and attached as **Appendix B** is a letter from the Chair of Standards and Ethics indicating that their Members would wish to work closely with this Committee in developing the Member Induction 2017.

29. It may also to ensure cross party involvement be appropriate as was done for the Member Support Services Task and Finish Group to invite Party Group Whips to participate in the Steering Group.

Legal Implications

30. 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

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

Recommendations

The Committee is requested to

1. note the content of the report and provide any comments back to the Interim Head of Democratic Services;
2. agree and seek nominations to the Member Development Steering Group and the timetable for reporting back to the full Committee;
3. consider if the Committee would wish to participate in the Local Democracy week 10 – 16 October 2016.

GEOFF SHIMELL

Acting Head of Democratic Services

14 April 2016

Appendix A – WLGA and MSO Network – Indicative Induction Programme 2017

Appendix B – Letter from Chair of Standards & Ethics Committee