

STANDARDS & ETHICS COMMITTEE: 30 NOVEMBER 2016

REPORT OF MONITORING OFFICER

MEMBER DEVELOPMENT

Reason for this Report

1. To provide Standards & Ethics Committee with a briefing on the 2016/17 Member Learning & Development Programme and the agreed learning essentials for the Member Induction 2017.

Background

2. 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.
3. 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.
4. 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.”
5. 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	December 2016	Democratic Services

Ref	Action	Timescale	Responsible Officer(s)
	in May 2017		
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 Steering Group

9. The Member Development Steering Group met on 17 August 2016 and 14 September 2016 to draw up a Member training programme for the remaining 2016-2017 Municipal year.

The scope of the two meetings was as follows:

Meeting 1 – 17 August 2016

- to consider whether there was a need to refresh the Member Development Strategy 2015/16;
- evaluate the 2015/16 Member Development Programme (MDP) (face to face; written briefing and on-line), course topics; attendance provided during 2015/16 municipal year;
- review 2015/16 MDP against the WLGA Councillor Competency Framework and other WLGA training initiatives;
- check action against Wales Audit Office Corporate Assessment Follow on report and Statement of Action – on Member Learning & Development;
- to assess perspective of Standards & Ethics Committee on Learning;
- consider feedback and emerging priorities from the Members Survey June 2016 in relation to Member Learning and Development;
- consider the 'Essential' learning curriculum of learning for Councillors prepared by the WLGA and all Wales Members Services Officers;
- to identify topics for future learning and detailed information to be collected for Meeting 2.

Meeting 2 – 14 September 2016

- confirm key outcomes / actions from Meeting 1;
- assess deliver options for delivery of learning priorities;
- to consider the draft programme of activities for 2016/17;
- to consider the information required by Councillors as part of their role - e.g. Section 106 allocations, periodicals, senior management organisation chart, process to deal with complaints etc.

- to consider Member Personal Development Review process and the potential for new training needs assessment methodology e.g. template for self-evaluation; effective Councillor goals; Members Training Passport;
- Provisioning of Programme Booklet.

Member Development Strategy

10. Further work was required to refresh the Member Development Strategy to include the following principles identified by the Member Development Steering Group: -
 - (i) inclusion of a Learning Charter which identifies the roles and responsibilities to support the delivery of learning opportunities;
 - (ii) provision of a Training Needs Analysis proforma for Member self-evaluation and annual review;
 - (iii) identification of all essential training and how this will be implemented and monitored;
 - (iv) the inclusion of the Mentoring; Peer Support and Shadowing principles and process;
 - (v) clearly setting out the structure and expectations for the delivery of briefings; learning opportunities; workshops; in particular notice periods, timing of sessions and links to training materials; on-line training and where possible links to a recording of the training delivered for those unable to attend.

All Wales On-Line Learning

19. The All Wales On-Line Learning portal is currently being updated but provides Members with the opportunities to undertake courses on-line in their own time at their own pace.
20. The Steering Group was keen that Members were aware of what on-line learning opportunities were available and that these details be included in any promotion of learning and Member briefings.

2016/17 Member Development Programme

21. Attached as **Appendix A** is the 2016/17 Member Development Programme which was developed by the Member Development Steering Group and includes briefings and essential and formal learning opportunities for the 2016/17 Municipal year.
22. This programme has taken into account a number of areas that Members had highlighted in the Member Survey 2016 and at the last meeting of this Committee namely:
 - Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;
 - Members guardianship as Corporate Parents (Essential);

- Identifying Signs of Exploitation/ Abuse Workshop (Safeguarding – Adults and Children) (Essential);
- Financial Management / Budget Workshop;
- Personal Safety and Security Workshop for Members (Essential);

Member Induction 2017

23. It was agreed that the Member Development Steering Group would continue to meet to input into the Member Induction 2017 project. An Officer Project group has been established as one of the Performance and Governance Organisational Development work-stream and will be involving stakeholders which include the Standards & Ethics Committee; Democratic Services Committee; the Cabinet Lead and Party Group Whips in shaping the programme.
24. Attached as **Appendix B** is the WLGA Development Framework for Councillors in Wales which the Steering Group used to review the current programme and is the basis of the draft Member Induction Curriculum attached as **Appendix C** which is currently being reviewed and adapted for the needs of the City Of Cardiff Council Member Induction.
25. 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 a good learning opportunity.

Legal Implications

27. 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

28. 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 that a refresh of the Member Development Strategy in collaboration with the Member Steering Group and the Officer Project Group is to be completed for sign off by the Democratic Services Committee and the Standards & Ethics Committee by March 2017;

2. receive and note the 2016/17 Member Development Programme booklet as attached;
3. receive the essential Member Induction Curriculum prepared by the WLGA and identify any additional local training requirements that the Committee would wish to see in the programme.

DAVINA FIORE

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24 November 2016

Appendix A –2016/17 Member Development Programme Booklet.

Appendix B – WLGA Development Framework for Councillors in Wales

Appendix C - WLGA Induction Curriculum