

COUNCIL :

25 November 2021

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

ELECTED MEMBER DEVELOPMENT

Reason for this Report

1. The purpose of this report is to inform the Council of some of the key documents which will form the framework for the development of the Elected Member Induction Programme following the Local Government Elections in 2022.
2. The Democratic Services Committee has recommended these documents for approval and adoption.

Background

Role of the Democratic Services Committee

3. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, <https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2> requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services.

Issues

Elected Member Learning and Development Strategy.

4. In March 2019, Council approved the Elected Member Learning and Development Strategy as recommended by the Democratic Services Committee.
5. In January 2020 the Democratic Services Committee considered a proposal for the categorisation and prioritisation of learning activities until the full review of the Elected Member Learning and Development Strategy was undertaken.
6. The recommended changes in the categorisation were as follows:

To assist in the prioritisation of learning opportunities, the Democratic Services Committee has developed the following matrix to reflect the:

- requirement to undertake a learning activity
- likely knowledge and experience of some Elected Members
- importance and relevance of the learning activity.

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced Members</i>	<i>Committee Members</i>	<i>Executive Members / Chairpersons / Group Spokesperson</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>
<i>Auditors, Inspectors & Regulators, Corporate Policy</i>	<i>Recommended</i>	<i>Recommended</i>	<i>Recommended</i>	<i>Recommended</i>
<i>Committee Specific</i>	<i>Beneficial</i>	<i>Useful</i>	<i>Recommended</i>	<i>Useful</i>
<i>Service Area/provision</i>	<i>Beneficial</i>	<i>Beneficial</i>	<i>Beneficial</i>	<i>Beneficial</i>
<i>Personal</i>	<i>Beneficial</i>	<i>Useful</i>	<i>Useful</i>	<i>Beneficial</i>
<i>Regional/National</i>	<i>Beneficial</i>	<i>Useful</i>	<i>Useful</i>	<i>Beneficial</i>

This matrix will be applied by the Head of Democratic Services who will assess if topics should be delivered to all Elected Members or targeted for specific groups of Elected Members i.e. all scrutiny members or all of the Corporate Parenting Advisory Committee etc. The Head of Democratic Services will liaise with the Chairperson of the Democratic Services Committee regarding the categorisation and delivery of development topics as necessary.

7. It should be noted that the Legislative/Constitutional requirements identified in the table above includes the need for a Committee Member to complete a committee induction prior to them participating in committee business for those committees where the need to carry out an induction is identified in the Constitution or the committee's terms of reference.
8. No further changes have been identified for the Elected Member Learning and Development Strategy. The revised Elected Member Learning and Development Strategy is attached at **Appendix A** for consideration for approval and adoption by Council.

Elected Member Role Descriptions

9. Elected Member Role descriptions have been developed by the WLGA which reflect the latest legislation and can be used by an authority to set out the generic responsibilities and functions of the roles of the Elected Members. These roles descriptions can be used to inform the public and potential candidates of the various roles that elected members undertake. It should be noted that these documents do not reflect any roles that elected members may undertake in respect of their political groups or party.
10. At its meeting on 01 October 2018, the Democratic Services Committee initially considered the WLGA role descriptions and determined that these generic ones should be adapted to better reflect the specific requirements of Cardiff Council. The changing priorities due to the corona virus and the development of remote meetings have only enabled the following role descriptions to be adapted and these are attached at Appendix B:

- | | |
|------------------------------------------|-----------------|
| a. Elected Member. | Appendix B(i) |
| b. Democratic Services Committee Member. | Appendix B(ii) |
| c. Democratic Services Chair. | Appendix B(iii) |
| d. Scrutiny Committee Member. | Appendix B(iv) |
| e. Scrutiny Committee Chair. | Appendix B(v) |

11. These adapted role descriptions will be used as the basis for the development of Cardiff based role descriptions that will be developed during the 2022-27 administration to better reflect the roles of Elected Members in Cardiff.

12. In June 2021 the WLGA produced a revised set of role descriptions to reflect changes required by the Local Government & Election (Wales) Act 2021. To ensure that a comprehensive range of role descriptions is available for reference, the Democratic Services Committee recommended at its meeting on 19 July 2021 that in addition to the 5 adapted role descriptions (listed in paragraph 9 above) that the remainder of the 2021 WLGA Role Descriptions be adopted by Council. These include the following documents which are attached at Appendix B as shown:

- | | |
|---------------------------------------------|-------------------|
| f. Leader (and Deputy) | Appendix B(vi) |
| g. Cabinet Member | Appendix B(vii) |
| h. Chair of the Council | Appendix B(viii) |
| i. Chair of a Regulatory Committee | Appendix B(ix) |
| j. Member of a Regulatory Committee | Appendix B(x) |
| k. Chair of Standards Committee | Appendix B(xi) |
| l. Member of Standards Committee | Appendix B(xii) |
| m. Chair of Governance and Audit Committee | Appendix B(xiii) |
| n. Member of Governance and Audit Committee | Appendix B(xiv) |
| o. Leader of the Opposition | Appendix B(xv) |
| p. Political Group Leader | Appendix B(xvi) |
| q. Member Champion | Appendix B(xviii) |

Member Mentoring Scheme

13. Elected Members in Cardiff are provided with a range of essential support and development activities, but these cannot always cater for some of their individual and immediate needs. Mentoring is an approach to development which can meet these needs with the support of experienced Elected Members.

14. In 2012, the Chair of the Democratic Services Committee wrote to all Elected Members to seek support from experienced Members from all political parties to act as mentors,

and to seek interest from mentees. The Democratic Services Committee supported a cross party Mentoring Scheme, and this was to be reflected in a matching process. Elected Members were to be asked to state whether they would wish to be a mentor or a mentee and if they had a preferred partner.

15. It is understood that the Elected Members currently undertake informal mentoring arrangements where newly elected or other members discuss issues with each other, member to member or have informal discussions with appropriate officers who provide suitable advice. It is anticipated that with a suitably trained number of Member Mentors this may then become a more formalised arrangement.
16. The role of the trained Member Mentors will provide opportunities to assist the newly Elected Members to “grow” quickly into their role and will assist in developing their skills, knowledge, understanding and behaviours. The newly Elected Members could be for those:
 - a. Members elected for the first time as a Councillor in 2022.
 - b. Members re-elected as a Councillor in 2022 with a break in their service.
 - c. Members elected as a Councillor between the 2022 and 2027 elections.
 - d. Members elected following the 2027 Elections if the mentor retains their seat on the Council.
17. Political Groups will be requested to identify experienced Elected Members who would be willing to undertake the role of Member Mentor following the 2022 Local Government Elections for the newly elected members in their group. Training can be provided by the WLGA in early in 2022 to ensure that there are sufficient mentors available immediately after the election when they will be able to provide the greatest benefit. The training will follow the WLGA Guidance for Member Mentors as attached at **Appendix C**.
18. It has been previously identified that initial meetings between mentors and mentees were held frequently but as time progressed the meetings became less frequent until it was mutually determined that after approximately one year no further meetings were required. However, mentors and mentees may continue their relationship and provide a familiar source of advice and guidance even after the formal mentoring has ceased.
19. The Head of Democratic Services will also train as Member Mentor to enable those Independent Members who may not have a suitable Elected Member Mentor. This is not an ideal situation but is considered as a fall-back position if necessary.
20. Therefore it is recommended that the WLGA guidance for Member Mentoring be adopted as the basis to provide member mentors following the Local Government Elections in 2022.

Financial Implications

21. Any expenditure for the providing of Member Development activities will be met from the Member Development Budget.

Legal Implications

22. Under the Local Government (Wales) Measure 2011, Part 1, the Democratic Services Committee is responsible for overseeing the democratic services functions of the Council, ensuring this work is adequately resourced; and reporting to full Council accordingly.
23. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:
 - (a) to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);
 - (b) to promote the role of the authority's Scrutiny Committees;
 - (c) to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and
 - (d) any other functions prescribed by the Welsh Ministers.
24. The Local Government (Wales) Measure 2011, section 7, requires local authorities to secure the provision of reasonable training and development opportunities for its members. In determining how to exercise its functions, the Council must have regard to the statutory guidance issued by the Welsh Ministers: In [the Statutory Guidance from the Local Government Measure 2011](#) Chap. 2 recommends that the Democratic Services Committee has overall responsibility for deciding what should be regarded as reasonable training and development opportunities, as part of the Committee's function of providing support to Members to carry out their functions.
25. The information set out in the body of this report and its appendices provides the framework for the development of the Member Induction Programme 2022, intended to ensure Members receive the support and advice required to effectively discharge their roles.

RECOMMENDATION

26. Council is requested to:
 - a. Approve and adopt the revised Elected Member Learning and Development Strategy at **Appendix A**.
 - b. Approve and adopt the Role Descriptions in **Appendix B** for use in the 2022 induction programme.
 - c. Note that the role descriptions may be adapted following the 2022 Local Government Elections to better reflect the roles undertaken by Councillors in Cardiff

- d. Adopt the WLGA Guidance for Member Mentoring at **Appendix C** as the basis to provide member mentors following the Local Government Elections in 2022.

GARY JONES
HEAD of DEMOCRATIC SERVICES
19 November 2021

Appendix A - Elected Member Learning & Development Strategy 2019-22 (Revised)

Appendix B - Role Descriptions

Appendix B(i)	Elected Member.
Appendix B(ii)	Democratic Services Committee Member.
Appendix B(iii)	Democratic Services Chair.
Appendix B(iv)	Scrutiny Committee Member.
Appendix B(v)	Scrutiny Committee Chair.
Appendix B(vi)	Leader (and Deputy)
Appendix B(vii)	Cabinet Member
Appendix B(viii)	Chair of the Council
Appendix B(ix)	Chair of a Regulatory Committee
Appendix B(x)	Member of a Regulatory Committee
Appendix B(xi)	Chair of Standards Committee
Appendix B(xii)	Member of Standards Committee
Appendix B(xiii)	Chair of Governance and Audit Committee
Appendix B(xiv)	Member of Governance and Audit Committee
Appendix B(xv)	Leader of the Opposition
Appendix B(xvi)	Political Group Leader
Appendix B (xvii)	Member Champion Role Description

Appendix C – WLGA Guidance for Member Mentors

Background Papers:

[Review of Key Documents](#) - Democratic Services Committee dated [19 July 2021](#)