



DEMOCRATIC SERVICES COMMITTEE

9.30 AM - WEDNESDAY, 5 SEPTEMBER 2018

COMMITTEE ROOM 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting 1 February 2018 (*Pages 3 - 8*)
3. Members' Annual Personal Development Review (PDR) Process
(*Pages 9 - 38*)
Report of the Task and Finish Group
4. Members' IT Reference Group - Terms of Reference
(*Pages 39 - 42*)
Report of the Assistant Chief Executive and Chief Digital Officer
5. Member Annual Reports Scheme (*Pages 43 - 68*)
Report of the Task and Finish Group
6. Members' Development and Training Programme (*Pages 69 - 102*)
Report of the Assistant Chief Executive and Chief Digital Officer
7. Members' Apologies Policy (*Pages 103 - 108*)
Report of the Assistant Chief Executive and Chief Digital Officer
8. Disability Audit (*Pages 109 - 112*)
Report of the Assistant Chief Executive and Chief Digital Officer
9. Welsh Language Standards Update (Mod Gov Update)
(*Pages 113 - 116*)
Report of the Assistant Chief Executive and Chief Digital Officer

10. Democratic Services Committee Work Programme
(Pages 117 - 120)
11. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972

PART 2

12. Access to Meetings
That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act.
13. Security of Civic Buildings (Pages 121 - 124)
Report of the Property and Regeneration

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 30 August 2018

Committee Membership:

Chairperson: **Councillor J.D.Morgan**

Vice **Councillor M.Harvey**
Chairperson:

Members: Councillors S. ap Dafydd, S.K.Hunt, S.Miller,
M.Protheroe, S.Purse, S.Renkes, A.J.Richards,
A.J.Taylor, R.L.Taylor and A.Llewelyn

DEMOCRATIC SERVICES COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present: **1 February, 2018**

Chairperson: Councillor J.D.Morgan

Vice Chairperson: Councillor M.Harvey

Councillors: S. ap Dafydd, S.K.Hunt, S.Miller, M.Protheroe,
S.Purse, S.Renkes, A.J.Richards and
R.L.Taylor

Invited Member: Councillor A.N.Woolcock

Officers In Attendance Mrs.K.Jones, S.John, R.George, A.Manlipp
and S. Curran

1. **MINUTES OF THE LAST MEETING ON 19 OCTOBER 2017**

RESOLVED: That the Minutes of the last meeting held on 19 October 2018, be noted, subject to it being noted that in accordance with Minute No 4 the Disability Network Action Group had not responded to Officers but that this would be kept under review.

2. **MEMBER SCRUTINY CHAMPION - UPDATE REPORT**

The Chairman welcomed the Scrutiny Champion, Cllr A.N.Woolcock, to today's meeting to provide Members with a verbal update on the scrutiny process.

Cllr Woolcock advised the meeting that he had made a similar presentation to the Chair and Vice Chair Forum on 12 December 2018. He felt that the scrutiny process was being undertaken quite well within the Authority, but could still be improved. To this end a training session on chairing skills had been arranged for 1 March 2018. Cllr Woolcock advised of the different ways in which scrutiny was undertaken and that local authorities in Northern Ireland did not have scrutiny at all. He believed that it was important for the Authority

to scrutinise outside organisations particularly those to which the Authority provided funding. As an example he referred to the Policy and Resources Scrutiny Committee held on 31st January, 2018 where the work of the Public Services Board was scrutinised.

Cllr Woolcock also drew the Committee's attention to the Authority's Constitution, which stated that Members could only speak for 5 minutes. This he felt was not conducive to good scrutiny and suggested that consideration be given to amending the Constitution.

Members agreed that additional training would be useful for Chairs and Vice Chairs but that the Democratic Services Committee would benefit from training on Constitutional issues. The Committee agreed that the Authority's Constitution required amendment to take into account the scrutiny process.

It was noted that following the training for Chairs and Vice Chairs training would be undertaken on a Committee by Committee basis for scrutiny members.

RESOLVED: That the Monitoring Officer be asked to consider amending the Authority's Constitution in line with the Committee's views as outlined above.

3. REVIEW OF STAFFING STRUCTURE - DEMOCRATIC SERVICES

Members received and noted the report of the Head of Corporate Strategy and Democratic Services in relation to the Democratic Services Staffing Structure.

RESOLVED: That the proposed Democratic Services Staffing structure be approved and commended to Council for approval and that the officer currently undertaking the Senior Executive Officer on a temporary basis be confirmed in post.

4. WELSH LANGUAGE STANDARDS UPDATE

Members received and noted the update report of the Corporate Strategy and Democratic Services on the introduction of the Welsh Language (Wales) Measure 2011 and in particular Standards 41 and 48 as they relate to Democratic Services.

RESOLVED: That the report be noted.

5. **MEMBER ANNUAL PERSONAL DEVELOPMENT REVIEW (PDR) PROCESS**

Members considered the above report on the future of Members Annual Personal Development Reviews (PDR's). Members noted that in line with Section 7 of the Local Government (Wales) Measure 2011 the Authority was required to provide reasonable training and development opportunities for its Members.

Members were advised that the previous scheme had been felt 'not fit for purpose' and as a result Members were invited to consider establishing a focus group to identify or develop a more suitable Scheme.

RESOLVED: That a focus group be established of the following Members to identify or develop a suitable PDR Scheme for Councillors:-

Councillor J.D.Morgan
Councillor S.ap Dafydd
Councillor S.K.Hunt
Councillor S.Miller

6. **MEMBER ANNUAL REPORT SCHEME**

Members considered the above report and noted that in line with Section 5 of the Local Government (Wales) Measure 2011 the Authority was required to make arrangements for every elected Member to provide an annual report at the end of each civic year.

Despite initial early interest from Members there was a rapid decline in the number of reports being prepared to the effect that in 2016/17 there were no annual reports.

The Welsh Government would be publishing its draft Local Government Bill which may well include the compulsory completion of annual reports by Members.

In order to take this forward it was proposed to establish a focus group to review the current scheme. In addition the Head of

Corporate Strategy and Democratic Services suggested that a more modern approach be taken with the use of blogs, Facebook etc. and that a letter be forwarded to Welsh Government to this effect.

RESOLVED: That a focus group be established to review the current Member Annual Report Scheme, comprising of the following Members and that the Head of Corporate Strategy and Democratic Services send a letter to Welsh Government, on behalf of the Committee, suggesting that social media would be a more appropriate way of communication:-

Councillor J.D.Morgan
Councillor S.ap Dafydd
Councillor S.K.Hunt
Councillor S.Miller

7. MEMBERS' IT REFERENCE GROUP

RESOLVED: That in order to review the ICT facilities available to, or to be made available in the future to Members, the IT focus group be re-established with the following Members, and the Terms of Reference as contained as an Appendix to the circulated report, be confirmed:-

Councillor J.D.Morgan (Chair)
Councillor S.ap Dafydd
Councillor M.Protheroe
Councillor S.Pursey
Councillor R.Taylor
(and that Political Group Leaders be asked to nominate one further Member from each Group).

8. SUBMISSION OF APOLOGIES FOR COUNCIL MEETINGS

Members considered the above report and the current Apologies Submission Policy, as contained as an Appendix to the circulated report. Members noted that in addition to the 3 apology categories contained in the Policy, the Committee Documentation Management System provided for additional categories to be added and be visible on the Council's website. In addition Members asked for clarification

on the Policy for long term sickness, where the Member was unable to submit apologies. The Policy would be amended to allow for apologies to be recorded once Democratic Services was aware, but not retrospectively.

- RESOLVED:**
1. That the Submission of Apologies for Council Meetings Policy be amended in relation to long term sickness and that it be commended to Council for approval;
 2. That Members of the Committee take soundings from their respective Political Groups on whether the recordable absence categories should be extended and report to the next meeting of Committee.

9. **OUTCOME OF MEMBERS SURVEY ON TIMING OF COUNCIL MEETINGS (FOLLOW-UP SURVEY)**

Committee received the results of the further Member survey carried out on the timing of meetings and noted that 41 responses had been received. Of the responses received 32 (78%) of responses stated that they were content with the start times of meetings and 9 (22%) were not.

- RESOLVED:** That further consultation be undertaken with the Chairs of the Committees where a number of Members had requested a different start time to that currently in place and that this inform the Cycle of Meetings for 2018/19.

10. **DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME**

Members received the Work Programme for the Democratic Services Committee.

- RESOLVED:** That following a request by a Committee Member an item on the Security of Civic Buildings be added.

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE TASK AND FINISH GROUP

Matter for Decision

Wards Affected:

All Wards

Members' Annual Personal Development Review (PDR) Process - Update

Purpose of Report

To Review the Authority's Annual Personal Development Review Scheme for Elected Members.

Background

In accordance with Minute No 5 of the Democratic Services Committee held on 1 February 2018, the Task and Finish Group met on the 29 June 2018 to discuss the Members Annual Personal Development Review Scheme. The Group noted that under Section 7 of the Local Government (Wales) Measure 2011 the Local Authority is required to make arrangements to secure reasonable training and development opportunities for Elected Members and specifically that each Elected Member should have the opportunity for an interview with a suitably qualified person each year to advise about their training and development needs.

Members of the Task and Finish Group considered the statutory guidance and scheme already in place. A copy of the report considered by the Task and Finish Group is attached for Members' information and Members noted the low participation in the scheme previously.

The Task and Finish Group considered the ways in which Members currently engage to capture and discuss their training and development needs. Engagement activities included:-

- Induction
- Annual Survey of Members Training Needs
- Seminar Programme
- Member's Hub
- Head of Democratic Services

Financial Impact

There is a budget of £8,130 for Member Development which is supplemented by a range of courses, events and other learning opportunities provided at no cost to the Council.

Equality Impact Assessment

A parallel piece of work is considering whether any Councillor has problems accessing learning and development.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

1. That the current Annual Personal Development Review Scheme for Elected Members be retained and all Members be reminded on an annual basis of their entitlement to participate.

2. That alongside the Annual Personal Development Review Scheme all Members are reminded on an annual basis of the alternative ways their training and development needs can be met alongside the Scheme.
3. That a small group of Councillors be nominated from the individual political groups to undertake training to allow them to be 'reviewers' for the purpose of the Scheme, and that the Head of Democratic Services also be identified as a 'reviewer' to undertake Annual Personal Development Reviews with Elected Members if they so choose, reflecting the preference of a number of Members who are already addressing their development needs in this way.

Reason for Decision

To update the Members Annual Personal Development Review Scheme.

Implementation of Decision

That the decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 – Report to the Task and Finish Group of 29 June 2018

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones – Assistant Chief Executive and Chief Digital Officer
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

Caryn Furlow – Strategic Manager – Policy & Democratic Services
e-mail: c.furlow@npt.gov.uk Telephone: 01639 763242

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**Report of the:
Democratic Services Committee
A Task and Finish Group to
consider the Annual Personal
Development Review (PDR)
Scheme for Elected Members.**

July 2018



Neath Port Talbot County Borough Council

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EXECUTIVE SUMMARY

In accordance with Minute No 5 of the Democratic Services Committee held on 1 February 2018, the nominated Task and Finish Group met on the 29 June 2018 to discuss the Annual Personal Development Review Scheme for Elected Members. Members of the Task and Finish Group considered the legislative background and statutory guidance and the current Annual Personal Development Review Scheme. They also considered the previous participation levels in the scheme in Neath Port Talbot and examples of other Annual Personal Development Review Schemes from other Local Authorities.

BACKGROUND AND DISCUSSION

In accordance with Minute No 5 of the Democratic Services Committee held on 1 February 2018, the Task and Finish Group met on the 29 June 2018 to discuss the Annual Personal Development Review Scheme for Elected Members. The Group noted that under Section 7 of the Local Government (Wales) Measure 2011 the Local Authority is required to make arrangements to secure reasonable training and development opportunities for Elected Members and specifically that each Elected Member should have the opportunity for an interview with a suitably qualified person each year to advise on their training and development needs.

Members of the Task and Finish Group considered the statutory guidance and scheme already in place. A copy of the report considered by the Task and Finish Group is attached for Members' information at Appendix 1 and Members noted the low participation in the scheme previously.

The Task and Finish Group considered the ways in which Members currently engage to capture and discuss their training and development needs.

Engagement activities included:

- Induction process
- Annual Survey of Members Training Needs
- Member Seminar Programme
- Member's Hub
- Discussions with the Head of Democratic Services
- Peer discussions
- Discussions within Political Groups

Overall, the Group felt that the Scheme remained fit for purpose but suggested that alternative ways of capturing training and development needs of Members be considered and encouraged alongside the scheme.

TERMS OF REFERENCE

Title	Members Annual Reports and Annual Development Reviews Task and Finish Group
Reasons for undertaking Inquiry	At the request of the Democratic Services Committee, to research and recommend identify and develop a more suitable scheme.
Intended Outcomes	<p>That a suitable and fit for purpose Annual Development Review Process is developed and put into place for Elected Members for May/June 2019.</p> <p>That a suitable and fit for purpose Members Annual Report Scheme is developed and put into place for Elected Members for May/June 2019.</p>
Background Information	<ul style="list-style-type: none"> • Current Annual Development Review process • Current Annual Report Scheme • Examples of other schemes from different Local Authorities and organisations.
Member Involvement	<p>Councillor J.D.Morgan Councillor S.ap Dafydd Councillor S.K.Hunt Councillor S.Miller</p>
Officer Support	<p>Caryn Furlow Annette Manchipp Stacy Curran</p>
Timeframe	To complete Task and Finish Group work and report back recommendations to the next

meeting of the Democratic Services Committee on September 5th 2018.
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RECOMMENDATIONS

1. That the current Annual Personal Development Review Scheme for Elected Members be retained and all Members be reminded on an annual basis of their entitlement to participate.
2. That alongside the Annual Personal Development Review Scheme all Members are reminded on an annual basis of the alternative ways their training and development needs can be met alongside the Scheme.
3. That a small group of Councillors be nominated from the individual political groups to undertake training to allow them to be 'reviewers' for the purpose of the Scheme, and that the Head of Democratic Services also be identified as a 'reviewer' to undertake Annual Personal Development Reviews with Elected Members if they so choose, reflecting the preference of a number of Members who are already addressing their development needs in this way.

ANNUAL MEMBER DEVELOPMENT REVIEW SCHEME

1. Legislative Background and Statutory Guidance (Pages 1-4)
2. Current Annual Member Development Review Scheme (Pages 5-18)
3. Previous Participation in Neath Port Talbot (Page 19)
4. Examples of other Annual Member Development Review Schemes (Page 20)

1. Legislative Background and Statutory Guidance

Section 7 of the Local Government Measure 2011 requires Councils in Wales to make arrangements to secure reasonable training and development opportunities for elected members. Specifically, that each elected member should have the opportunity for an interview with a suitably qualified person each year to advise about their training and development needs. (Note: this requirement does not extend to the Leader of the Council.)

The statutory guidance on personal development reviews that has been issued by Welsh Government provides that:

- a) Every local authority member, other than an executive leader, must be offered the opportunity to have their training and development needs reviewed on an annual basis. It is recommended that much of the training and development needs of local authority members are identified by such reviews;
- b) The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected);
- c) Local authorities may wish to consider detailing the outcome of the interview in an agreed plan which sets out training and development needs, if any, identified for the year ahead. It is recommended that this personal development plan is provided for the member and signed by both member and reviewed. This is a private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.
- d) Authorities can apply for Charter status. In achieving the standard required for the Charter, local authorities will need to adopt role descriptions for the posts of leader, deputy leader, executive member, scrutiny member, chair of scrutiny and chairs of statutory and area committees; and
- e) The review is an assessment of training and development needs. A local authority may wish to consider making it clear to members that the review is not a performance review or an assessment of how well or how badly a

member has conducted their duties. That is not a statutory requirement and is a matter for the electorate to judge at the ballot box.

Suitably Qualified

- a) It is for the local authority to determine who could be considered a suitably qualified person to conduct the interview with local authority members to discuss their training and development needs a part of their annual review. This responsibility could be allocated the Democratic Services Committee within the authority. In most cases, this may not be a question of naming individuals, but of describing a post or office holder. It would probably be neither suitable nor desirable for a single person to be made responsible for conducting all interviews;
- b) Some local authorities already carry out various practices in relation to the review of the training and development needs of its members. Practices include group leaders conducting interviews with their members or interviews being conducted by the leader and the executive members. Both these practices are perfectly acceptable methods of complying with the requirements of the Measure.
- c) Authorities may prefer, however, to divest the duty with their human resources officers. If this is the preferred option, local authorities may consider making the Head of Democratic Services responsible for co-operating with human resources officers for this part of their work. If the Head of Paid Service was selected as a suitably qualified person to conduct an interview it would not be expected that they would work under the supervision of the Head of Democratic Services;
- d) Some authorities may prefer to hire external consultants or peers to conduct interviews, which is also acceptable. Local authorities are encouraged to appoint a Member Development Champion from amongst its councillors;
- e) It is recommended that there should be no surprises in the system and that individual members know who they can expect to conduct their interview. Local, authorities may wish to consider including an option in their arrangements for members to make a request to the Head of Democratic

Services to arrange for a different person to conduct their interview if there is a good reason for so doing; and

- f) Finally, authorities must ensure that anyone conducting an interview must themselves have received suitable training in how to do this and are advised to liaise with the WLGA to ensure the provision of this. Therefore, even if the authority has chosen to allocate the duty of conducting reviews to a post, rather than an individual, that post holder should have receive the necessary training before conducting reviews.

Executive Leader of the Local Authority

Section 7 of the Measure does not apply to the executive leader (or elected mayor) of an authority. However, there may, of course, be occasions where the leader wishes to receive training or development and there is no suggestion that, by excluding them from the provisions of the Measure, they should not be able to receive training, nor, indeed an annual review or an interview with a suitably qualified person.

2. Current Annual Member Development Review Scheme:

1. Definition

Personal development review (PDR) is a way for a member and the Council to mutually assess a member's personal development needs. The review should be set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Council and the needs of the community.

2. Purpose

PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:

- a) Clarity for members about the expectations and accountabilities placed upon them;
- b) Understanding of and support for the individual and collective development needs of members;
- c) Support for members in preparing for new roles (succession planning);
- d) An understanding and ownership of organisational goals; and
- e) Support for improved member performance.

3. Statutory Provisions

The Local Government Measure 2011 introduced a new requirement on councils to make available to all members (except the Leader of Council) the opportunity for a development review on an annual basis.

The statutory guidance on personal development reviews that has been issued by Welsh Government provides that:

3.1 Annual Review

- f) Every local authority member, other than an executive leader, must be offered the opportunity to have their training and development needs reviewed on an annual basis. It is recommended that much of the training and development needs of local authority members are identified by such reviews;
- g) The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected);
- h) Local authorities may wish to consider detailing the outcome of the interview in an agreed plan which sets out training and development needs, if any, identified for the year ahead. It is recommended that this personal development plan is provided for the member and signed by both member and reviewed. This is a private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.
- i) Authorities can apply for Charter status. In achieving the standard required for the Charter, local authorities will need to adopt role descriptions for the posts of leader, deputy leader, executive member, scrutiny member, chair of scrutiny and chairs of statutory and area committees; and
- j) The review is an assessment of training and development needs. A local authority may wish to consider making it clear to members that the review is

not a performance review or an assessment of how well or how badly a member has conducted their duties. That is not a statutory requirement and is a matter for the electorate to judge at the ballot box.

3.2 Suitably Qualified

- g) It is for the local authority to determine who could be considered a suitably qualified person to conduct the interview with local authority members to discuss their training and development needs a part of their annual review. This responsibility could be allocated the Democratic Services Committee within the authority. In most cases, this may not be a question of naming individuals, but of describing a post or office holder. It would probably be neither suitable nor desirable for a single person to be made responsible for conducting all interviews;
- h) Some local authorities already carry out various practices in relation to the review of the training and development needs of its members. Practices include group leaders conducting interviews with their members or interviews being conducted by the leader and the executive members. Both these practices are perfectly acceptable methods of complying with the requirements of the Measure.
- i) Authorities may prefer, however, to divest the duty with their human resources officers. If this is the preferred option, local authorities may consider making the Head of Democratic Services responsible for co-operating with human resources officers for this part of their work. If the Head of Paid Service was selected as a suitably qualified person to conduct an interview it would not be expected that they would work under the supervision of the Head of Democratic Services;
- j) Some authorities may prefer to hire external consultants or peers to conduct interviews, which is also acceptable. Local authorities are encouraged to appoint a Member Development Champion from amongst its councillors;
- k) It is recommended that there should be no surprises in the system and that individual members know who they can expect to conduct their interview. Local, authorities may wish to consider including an option in their arrangements for members to make a request to the Head of Democratic

Services to arrange for a different person to conduct their interview if there is a good reason for so doing; and

- l) Finally, authorities must ensure that anyone conducting an interview must themselves have received suitable training in how to do this and are advised to liaise with the WLGA to ensure the provision of this. Therefore, even if the authority has chosen to allocate the duty of conducting reviews to a post, rather than an individual, that post holder should have receive the necessary training before conducting reviews.

Executive Leader of the Local Authority

Section 7 of the Measure does not apply to the executive leader (or elected mayor) of an authority. However, there may, of course, be occasions where the leader wishes to receive training or development and there is no suggestion that, by excluding them from the provisions of the Measure, they should not be able to receive training, nor, indeed an annual review or an interview with a suitably qualified person.

4. Methodology

In developing an approach to Member Development Review, the Democratic Services Committee has considered the provisions of the Local Government Measure 2011, the guidance issued by the Welsh Local Government Association and approaches being adopted by other councils across Wales. The Democratic Services Committee proposes an approach based on the guidance issued by WLGA, supported by the following principles:

- a) The personal development review **is not** a performance appraisal but a means of supporting and developing members;
- b) The scheme is available to all members of the council;
- c) The scheme will be Member-led with professional support to be provided by the Head of Democratic Services, in co-operation with the human resources department;

- d) The development needs identified from the process will inform the creation of the member development programme for the following period;
- e) The development needs of members will be linked to the roles performed by members (the role descriptions to be based on those published by the WLGA, albeit those roles are not considered to be prescriptive and are intended for guidance only. See Appendix 2 for details);
- f) All member development must provide value for money and be affordable;
- g) The personal development review will be based on a self-assessment conducted by the reviewee, using the prescribed template. (See Appendix 1);
- h) The personal development review will be undertaken by a “suitably qualified” person. The “suitably qualified” person may be an experienced member (ie a Member who has served in a previous administration) or a Member considered suitable for other reasons;
- i) Members wishing to participate in the scheme may identify up to three “suitably qualified” persons to undertake their review ensuring choice for reviewees and equitable distribution of workload for reviewers;
- j) Reviews will, generally, be carried out between the annual meeting of Council and the August recess;
- k) All “suitably qualified” persons will be required to undertake the relevant training to ensure consistent application of the scheme;
- l) The administration of the scheme will be the responsibility of the Head of Democratic Services;
- m) The development needs identified and recorded from the process will be confidential to the reviewee. The details of individual member development needs will not be for public disclosure, unless the member wishes to provide details, e.g. in his/her annual report. However, the member development programme overall will be accessible by the public;
- n) Access to individual member development records will be controlled by the Head of Democratic Services;
- o) The impact of development activity and the scheme as a whole will be evaluated and reviewed on a two yearly basis, or at other intervals, should the Head of Democratic Services consider this to be appropriate.

5. Implementation

The scheme will be trialled in the first instance with a small group of members to ensure it is fit for purpose. The trial will be evaluated and a final scheme, supported by an implementation plan, presented to Council for adoption prior to the annual meeting of Council 2013.

6. Resources

There are no additional resources available to the Council support the introduction of the annual personal development reviews. Consequently, the introduction of the scheme and the programmes developed to respond to training and development needs identified from each personal development reviews will need to be met from within existing resources.

7. Evaluation and Review

An evaluation of the trial will be carried out to inform the development of the final scheme. Thereafter, it will be for the Head of Democratic Services, in consultation with the Democratic Services Committee to ensure the scheme is regularly reviewed on at least a two yearly basis to ensure it remains fit for purpose.

Framework for a Personal Development Review.

Guidance for Reviewers

Before conducting your review (s) you may find it useful to consider the following:

1. Purpose of the Review

The purpose of your meeting will be to provide your reviewee with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. Their learning and development needs together with the usefulness or otherwise of previous development will then be fed back to the Head of Democratic Services to create development programmes.

2. Preparation

You may want to familiarise yourself with the role description of the person whose review you are conducting and consider some of the questions that you will ask to help the review meeting explore their role and needs. Your reviewee will contact you to plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

3. Undertaking the Review

Please remember that the conversation you have with your reviewee needs to be kept confidential.

Your role is to help the reviewee consider his/her role/contribution, strengths/weaknesses and training needs. You should act as an objective sounding board in this exploration.

Your role is not to give your own feedback on the performance of your colleague.

Use the template as the basis for your discussions.

It is the responsibility of the reviewee to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

Guidance for Reviewees

Before undertaking your review you may find it useful to consider the following guidance.

1. Purpose of the Review

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to the Head of Democratic Services to organise development programmes.

2. Preparation

Before your meeting you will need to complete the template. This will, help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description and person specification.

Make contact with your reviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

3. Undertaking the Review

Please remember that the conversation you have with your reviewer needs to be kept confidential to yourselves.

Use the template as a basis for your discussions.

Your reviewer will help you consider you role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

TEMPLATE FOR PERSONAL DEVELOPMENT REVIEWS

Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.

1. What are my current roles and responsibilities? (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

2. What Learning and Development have I undertaken this year?

3. What additional learning and development would be useful, use the table below.

Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)

Area for Development	How	Priority

<i>example</i> <i>How to Chair scrutiny meetings effectively</i>	<i>I'd like to observe meetings in other authorities A workshop on chairing skills would be handy I'd like to receive some written guidance for scrutiny chairs</i>	1
<i>example</i> <i>Understanding of the planning system to answer constituents enquiries</i>	<i>A workshop on all the planning basics would be useful A meeting with planning officers on specific issues raised by people in my community about planning permission</i>	3
<i>example</i> <i>Local Government Finance, how do I contribute to the budget setting process?</i>	<i>I'd like to have discussions with finance officers and some mentoring from Cabinet member for Finance and Resources as this is an area I'd like to move into.</i>	2
<i>example</i> <i>Training in the use of social media</i>	<i>A meeting with someone who can explain how to use Twitter safely to publicise what I do and encourage the public to contact me.</i>	4

My evaluation of the training I have already received

Training undertaken	What difference has this made to the way I work as a member
<i>example Council induction programme on the work of the council and who's who.</i>	<i>Has given me a good refresher of how the council operates which has enabled me to explain this to people attending my surgeries and know who the appropriate officers are to speak to. It also highlighted areas where I need further training.</i>
<i>example media skills training</i>	<i>Helped me represent the council more effectively at a radio interview last week</i>
<i>example attended the Leadership Academy</i>	<i>Helped me understand my own leadership style and how it differs from other I am now working more effectively with other Cabinet members I also had help on a personal leadership challenge.</i>

3. Previous Participation in Neath Port Talbot

In the meeting of the Democratic Services Committee held on July 1st 2016, Members considered the report of the Head of Corporate Strategy and Democratic Services in relation to the Annual Development Reviews for Elected Members and Members generally felt that they were not beneficial and that alternative schemes be considered.

Participation in the process has been very limited with 5 Members taking part in the process in 2015/16 Civic year.

4. Examples of other Member Development Review Schemes

	<u>Held Annually</u>	<u>At Request of Member</u>	<u>At Request of Senior Member of Group</u>	<u>Training Needs Analysis conducted</u>	<u>Training Matrix Utilised</u>	<u>Personal Action Plans Created</u>	<u>Conducted by Senior Elected Members</u>	<u>Reviewer Training Received</u>	<u>Member Role Descriptions used</u>
NPTU							✓	✓	✓
Merthyr Tydfil	✓	✓	✓	✓	✓	✓	✓	✓	✓
Taiwan	✓			✓	✓				
Bridgend	✓						✓	✓	✓

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DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

MEMBERS' IT REFERENCE GROUP

Purpose of Report

To Review the Authority's Members' IT Reference Group.

Background

In accordance with Minute No 7 of the Democratic Services Committee held on 1 February 2018, the terms of reference for the above Group has been amended, see Appendix 1 attached.

All political groups were asked to nominate Members to participate and their views are reflected in the amended Terms of Reference.

Financial Impact

There are no financial impacts associated with meetings of the Reference Group. Any development work arising from the Group will need to be considered against the budget allocated for Member support.

Equality Impact Assessment

There are none identifies at this time.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item, however consultation has been undertaken with the three Political Groups.

Recommendation:

That the Membership of the IT Reference Group be confirmed and that a date be arranged for the first meeting.

Reason for Decision

To amend the Terms of Reference of the Members' IT Reference Group.

Implementation of Decision

The decision is proposed for immediate implementation.

Appendices

Appendix 1 – Terms of Reference

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284



Members IT Reference Group **Terms of Reference.**

Members

Cllr J D Morgan (Chair)
Cllr ap Dafydd
Cllr M Protheroe
Cllr S.Pursey
Cllr R.L.Taylor
Cllr A.J.Taylor
Plaid Group Member
Independent Group Member

Purpose:

- To provide a structured and focussed opportunity for Members to consider the extent to which the ICT equipment, support and training meets Members' needs.
- To provide a structured mechanism to shape the use of the Committee Administration System Modern.Gov to best suit Members' needs.

Support Arrangements:

- Support will be provided by the Dave Giles plus one additional IT Officer and Charlotte Davies from the Democratic Services Team.

Reporting Arrangements:

- The Group will report to the Democratic Services Committee.
- The focus, membership and objectives of the Group will be reviewed in 12 months (September 2019.)

THIS IS NOT A DECISION MAKING GROUP

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DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE TASK AND FINISH GROUP

MEMBERS' ANNUAL REPORT SCHEME

Purpose of Report

To Review the Authority's Annual Report Scheme

Background

In accordance with Minute No 6 of the Democratic Services Committee held on 1 February 2018, the Task and Finish Group met on the 29 June 2018 to discuss the Member Annual Report Scheme. The Group noted that whilst the Authority was required, under the Local Government (Wales) Measure 2011, to have a Scheme in place, it was not compulsory for Members to complete an Annual Report.

Members of the Task and Finish Group considered the Guidance and Template already in place. A copy of the report of the Task and Finish Group is attached for Members' information.

The Task and Finish Group considered the ways in which information was disseminated to their constituents, and felt that a range of ways should be offered to Members in addition to the Annual Report such as Newsletters and the use of Social Media.

For information the WLGA has published a Social Media Guide for Members which is listed in the background papers.

Financial Impact

There are non financial impacts associated with this report.

Equality Impact Assessment

There are none.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations:

1. That the design of the current Annual Report Template be improved to make it more dynamic;
2. That Members be reminded of the Scheme and be provided with a copy of the improved template;
3. That training be provided for those Members interested in the use of Social Media, and receive appropriate support including training on analytics;
4. That a tool kit be developed to assist Members in designing their Newsletters.
5. Committee is asked to note the Social Media document issued by the WLGA and agree it should be circulated to all Members for their information.

Reason for Decision

To update the Members Annual Report Scheme.

Implementation of Decision

That the decision is proposed for immediate implementation.

Appendices

Appendix 1 – Report to the Task and Finish Group of 29 June 2018

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

[media policy WLGA](#)

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

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**Report of the:
Democratic Services Committee
A Task and Finish Group to
consider the Annual Report
Scheme for Elected Members.**

July 2018



Neath Port Talbot County Borough Council

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Executive Summary	4
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EXECUTIVE SUMMARY

In accordance with Minute No 6 of the Democratic Services Committee held on 1 February 2018, the nominated Task and Finish Group met on the 29 June 2018 to discuss the Annual Reports Scheme for Elected Members. Members of the Task and Finish Group considered the legislative background and the current Scheme. They also considered the previous participation levels in the scheme in Neath Port Talbot and examples from other Local Authorities.

BACKGROUND AND DISCUSSION

In accordance with Minute No 6 of the Democratic Services Committee held on 1 February 2018, the Task and Finish Group met on the 29 June 2018 to discuss the Member Annual Report Scheme. The Group noted that whilst the Authority was required, under the Local Government (Wales) Measure 2011, to have a Scheme in place, it was not compulsory for Members to complete one.

Members of the Task and Finish Group considered the Guidance and Template already in place. A copy of the report considered by the Task and Finish Group is attached for Members' information.

The Task and Finish Group considered the ways in which information was disseminated to their constituents, and felt that a range of ways should be offered to Members in addition to the Annual Report such as Newsletters and the use of Social Media.

For information the WLGA was at present developing a Social Media Guide for Members.

TERMS OF REFERENCE

Title	Members Annual Reports and Annual Development Reviews Task and Finish Group
Reasons for undertaking Inquiry	At the request of the Democratic Services Committee, to research and recommend identify and develop a more suitable scheme.

Intended Outcomes	<p>That a suitable and fit for purpose Annual Development Review Process is developed and put into place for Elected Members for May/June 2019.</p> <p>That a suitable and fit for purpose Members Annual Report Scheme is developed and put into place for Elected Members for May/June 2019.</p>
Background Information	<ul style="list-style-type: none"> • Current Annual Development Review process • Current Annual Report Scheme • Examples of other schemes from different Local Authorities and organisations.
Member Involvement	<p>Councillor J.D.Morgan Councillor S.ap Dafydd Councillor S.K.Hunt Councillor S.Miller</p>
Officer Support	<p>Caryn Furlow Annette Manchipp Stacy Curran</p>
Timeframe	<p>To complete Task and Finish Group work and report back recommendations to the next meeting of the Democratic Services Committee on September 5th 2018.</p>

RECOMMENDATIONS

1. That the design of the current Annual Report Template be improved to make it more dynamic;
2. That Members be reminded of the Scheme and be provided with a copy of the improved template;
3. That training be provided for those Members interested in the use of Social Media, and receive appropriate support including training on analytics;
4. That a tool kit be developed to assist Members in designing their Newsletters.

MEMBERS' ANNUAL REPORT SCHEME

1. Legislative Background and Statutory Guidance
2. Current Annual Report Scheme
3. Previous Participation in Neath Port Talbot
4. Examples of other Annual Report Schemes

1. **Legislative Background**

The Local Government (Wales) Measure 2011 introduced a number of statutory requirements to strengthen democracy in Wales. One of the requirements concerned making arrangements for every elected member to provide an annual report at the end of each civic year.

The detail of the legal requirement can be found in Section 5 of the 2011 Measure, which states:-

A local authority must make arrangements for:

- a) each person who is a member of the local authority to make an annual report about that person's activities as a Member of the authority during the year to which the report relates;
- b) each person who is a member of the authority's executive to make a report about the person's activities as a member of the executive during the year to which the report relates, and
- c) the authority to publish all annual reports produced by its Members and by Members of its executive.

The arrangements may include conditions as to the content of a report that must be satisfied by the person making it.

A local authority must publicise its arrangements.

In exercising its functions under this section a local authority must have regard to any guidance issued by ministers.

2. **Current Annual Report Scheme**

In order to support Members in producing their annual reports at the end of the civic year, the content of such reports follows a standard template form. (Guidance on the completion of Annual Reports is below).

In designing the scheme it was hoped that this would enable Members to strike the right balance between providing information that would be relevant and interesting for their electorate, whilst avoiding the risk that the annual reports became political in nature.

The scheme also proposed that annual reports would be published in PDF format on the Councillors' profile page accessed via the corporate website.

As yet there has been no guidance from Welsh Government indicating that the production of Members' Annual Reports will become compulsory, however this may well be the case going forward.

GUIDANCE

An Annual Report by an elected Member should be concise and limited to two A4 sides. To assist elected Members in preparing an annual report five suggested headings were agreed to assist in focussing the report:

- Role and Responsibilities;
- Community Activity;
- Initiatives and Special Activities;
- Learning and Development; and
- Other Activities and Interests.

Roles and Responsibilities

The Democratic Services Unit will provide accurate information on the attendance of members at full Council and all other Council committees.

Individual Councillors will be expected to provide information on any external bodies that they sit on, including levels of attendance which must be recorded personally. Examples of external bodies/committees could include:

- School Governing Bodies;
- Local Town/Community Councils;
- Local Authority Consortium Committees; and
- Special Interest Groups

This list is indicative and not exhaustive.

Community Activity

This is an opportunity for Councillors to highlight the work they have undertaken on behalf of their local constituents. It should not include details of specific cases. It could include details of regular surgeries they have held and any relevant outcomes. The Democratic Services Unit will not provide any information within this section.

Initiatives and Special Activities

This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of Neath Port Talbot Council.

Learning and Development

Councillors can highlight in this section what Personal Development activities they have undertaken over the previous civic year. Examples can include events such as Council seminars or official training courses. In the future this information will mirror what a Councillor has included within section two of their Personal Development Review.

Other Activities/Interests

This is a general heading for Councillors to provide any information on themselves that they believe will be of interest to their constituents. It can be the opportunity to show the 'personal' aspect of your role as a Councillor.

Democratic Services Officers will be available to read the reports to offer advice on whether any of the content is inappropriate. We anticipate that many Members will wish to produce the content themselves without the need for administrative support.

Guidelines

As with any publication that is in essence linked to the Council there are a number of areas that must be considered when writing annual reports. The next section ensures that elected Members are made aware of potential issues that can or cannot be included within Annual Reports.

In 1986 Parliament imposed controls on Local Authority publicity prohibiting what was described as "political publicity" which appeared to be designed to affect public support for a political party. Also the law made provision for a statutory code of recommended practice to which Local Authorities must have regard in undertaking any publicity. The current Code of Practice for Local Authorities in Wales was issued by the National Assembly for Wales in October 2001.

Officers do not wish to be seen as censors of Members' publications but we have to ensure that anything that is published using public money complies with the Code.

In considering the subject areas of the annual reports, the following matters will be important:-

- i. the reports should be relevant to the functions of the authority;
- ii. it should not duplicate unnecessarily publicity produced by central government, another local authority or another public authority

Comment should be objective, balanced, informative, and accurate and issues must be presented clearly and as fairly as possible.

The reports may include information about individual Councillors only where this is relevant to their position and responsibilities within the Council and all

With the use of Communities First funding I oversaw the
XX. I was also able to
receive funding to oversee the
XX

I am continuing to work on the regeneration of
XX
XX. I hold a regular surgery on a
Saturday Morning and carry out street surgeries most days.

I also attend Community P.A.C.T Meetings.

Initiatives and Special Activities:

During the year as a County Borough Councillor I have been involved in :

XX
XX
XX
XX
XX

Learning and Devolvement:

In the previous Civic Year I have attended a large number of seminars and training
sessions on a wide cross-section of important topics including
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
I have also undertaken training in XXXXXXXXXXXXXXXXXXXX

Other Activities and Interests:

XX

XXXXXX

3. Previous Participation in Neath Port Talbot

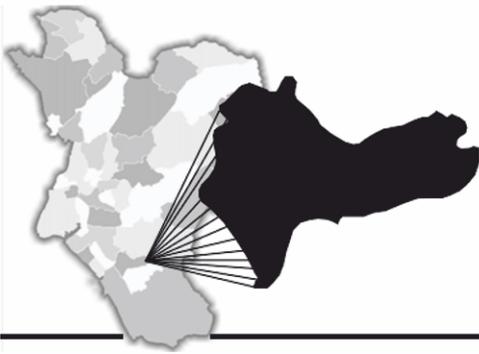
Despite initial early interest from Members in completing an annual report this has subsequently declined rapidly, with no annual reports being prepared by Members for 2016/17 and 2017/18. (See below).

MEMBER	12/13	13/14	14/15	15/16	16/17	17/18
A. Carter	X	X				
A.P.H.Davies	X	-				
J. Dudley	X	-				
M. Ellis	X	X				
J. Evans	X	X		X		
M. Harvey	X	-		X		
H. James	X	-	X			
A. Jenkins	X	-				
D. Jones	X	-				
E.E. Jones	X	X	X			
M. Jones	X	-				
R. Jones	X	X	X	X		
C. Morgans	X	-				
K. Pearson	-	X				
S. Penry	X	X	X	X		
P.Rees	-	-	X	X		
J. Rogers	-	X				
A. Taylor	-	X				
R. Thomas	X	-				
D. Whitelock	X	-				
L. Williams	X	-				
A.Woolcock	X	X	X	X		
TOTALS	18	10	6	6	0	
% of Council	28%	16%	9%	9%	0%	

4. **Examples of other Annual Report Schemes**

a. Bridgend County Borough Council

b. City and County of Swansea



Elected Member ANNUAL REPORT



**2018-2019
Councillor Dennis Keogh**

**Electoral Division:
Port Talbot**

Contents

- Roles and Responsibilities
- Community Activity
- Initiatives and Special Activities
- Learning and Development
- Other Activities

Roles and Responsibilities

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Community Activity

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Initiatives and Special Activities

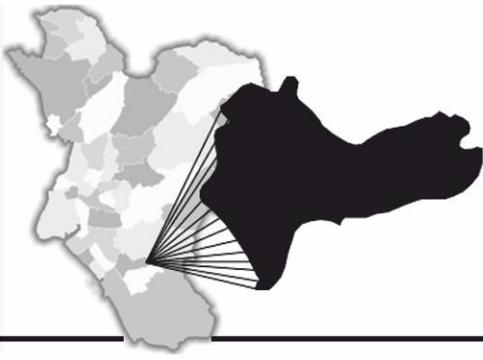
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Learning and Development

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Other Activities

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Port Talbot Ward NEWSLETTER



Sharon Freeguard

Mobile: 07523 664640
cllr.s.e.freeguard@npt.gov.uk



Dennis Keogh

Mobile: 07967 897072
cllr.d.keogh@npt.gov.uk



Saifur Rahaman (Saif)

Mobile: 07824 445991
cllr.s.rahaman@npt.gov.uk

Date:

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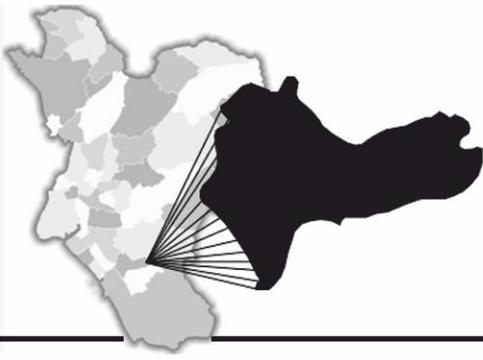
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cldr.s.e.freeguard@npt.gov.uk



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cldr.d.keogh@npt.gov.uk



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

Matter for Decision

Wards Affected:

All Wards

Members' Development and Training Programme

Purpose of Report

To update the Committee on the feedback from the recent Members Development Survey, and to agree a training programme for all Members based on the training needs identified.

Background

Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to ensure the provision of reasonable training and development opportunities for its Members.

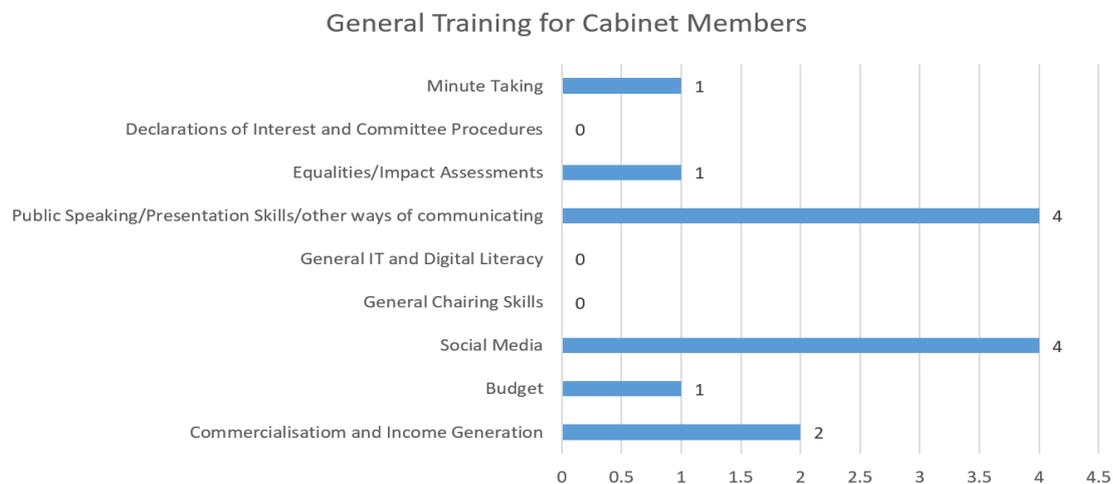
During May and June 2018 all Members were requested to complete a survey with assistance from Democratic Services Officers. The purpose of the survey was to identify the training needs for all Members with the intention of setting a training programme for the civic year 2018/19. A separate survey was carried out for Cabinet Members as their training needs were considered to be slightly different.

Overall 51 respondents completed the questionnaires from 64 resulting in a 80% response rate. Non-responding Members were contacted on numerous occasions and requested to complete the survey, but it was

not possible to capture all responses due to the limited availability of some Members through sickness, leave and work commitments. Further attempts will be made by the Democratic Services Team to follow up any outstanding responses.

Cabinet Members' Survey

During the survey Cabinet Members were asked to select general topics that they would be interested in receiving training on. The results are provided below (a copy of the online survey is contained within Appendix A, and a summary of the responses' contained in Appendix B).



A number of additional comments were made in relation to the above topics. In relation to the item Public Speaking/Presentation Skills/Other ways of communicating, further specific training elements were listed on dealing with confrontation and social media training. Under Social Media suggestions were made for training on the use of Facebook and Twitter, and how to make the most of the press and media. With regard to Minute Taking a comment was received requesting training on how to make minutes more concise and accurate. An additional comment was received in relation to Equalities/Impact Assessment on understanding the legal requirements and regulations associated with the topic.

Ninety percent of respondents stated that they did not require any further assistance in their roles as Ward Councillors or as Members of Outside Bodies. One respondent stated that they would like training to assist with their role as a representative of an outside body. There was a small number of responses regarding the timing of training sessions; however

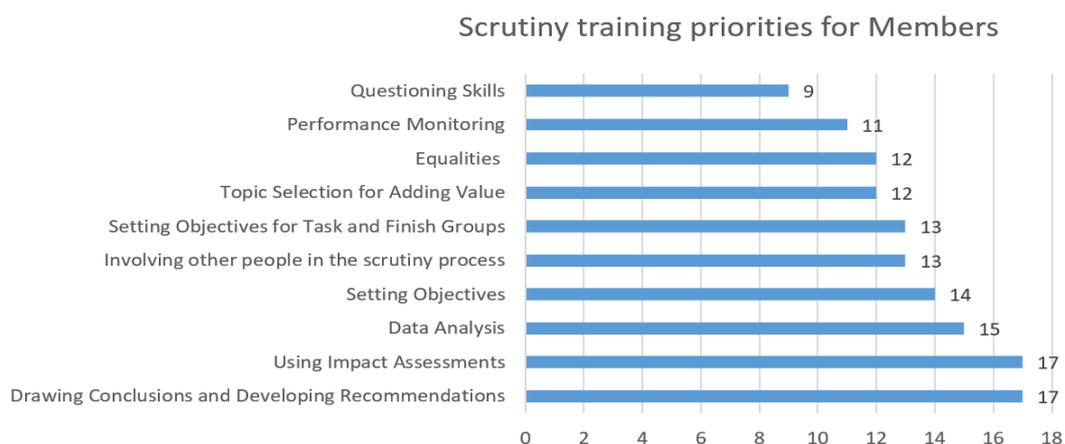
there was a general consensus that it would be when Members' diaries permitted them to attend.

Six respondents stated that they would be interested in an annual review of their training and development needs. One respondent stated that it would provide them with the opportunity to receive a general review of strengths and weaknesses, while another respondent stated that they would like to understand the role of corporate governance. One Member stated that they would need to know what the review looked like first before committing themselves.

Two respondents made general comments regarding the Member Development Programme. One respondent stated that they would hope that any future training would be useful and relevant as this had not always been the case previously. One respondent stated that they would welcome training on how to use Twitter more effectively, particularly as they could not always summarise their comments in 280 characters.

Non-Executive Members Survey

Ninety percent of respondents stated that they were Members of a scrutiny committee, and were therefore asked additional questions in order to identify training priorities for all scrutiny committees. The results are included below (a copy of the online survey is contained within Appendix C, and a summary of the responses' contained in Appendix D).

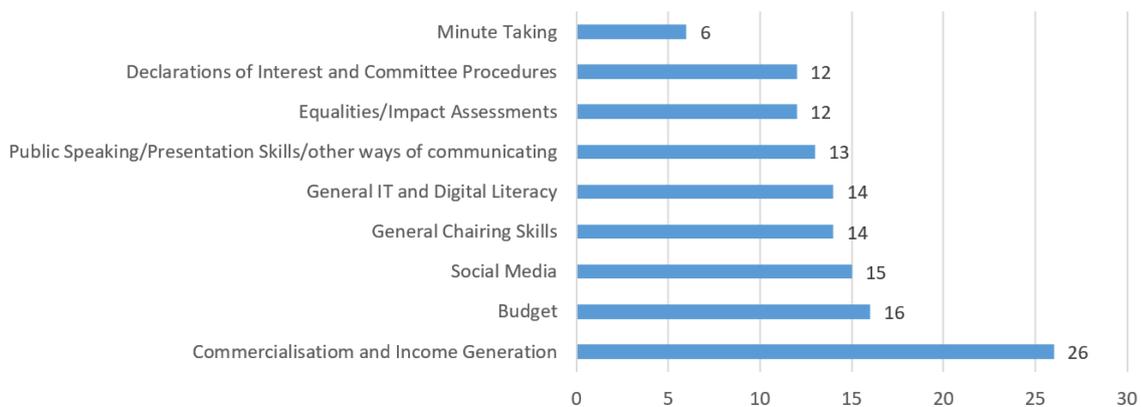


Further comments were received from respondents in addition to the above. One respondent stated that the priority objective for the coming year should be to ensure that scrutiny committees had the skills and confidence to analyse and develop policy with a view to

making a genuine difference to Council performance. One respondent commented that Members of scrutiny committees were performing well under the pre-decision scrutiny arrangement. One respondent suggested for a Members Seminar to be arranged on homelessness in order to raise awareness on the topic.

All Non-Executive Members were asked to identify general training priorities from a list of options. The results are provided below (a copy of the online survey is contained within Appendix C, and a summary of the responses' contained in Appendix D).

General training priorities identified by Non-Executive Members



In relation to the item Public Speaking/Presentation Skills/Other ways of communicating, further specific training elements were listed. Three respondents stated that they would require training to enable them to put their points across more effectively and concisely, and to improve confidence in this area. With regard to Minute Taking one respondent stated that they required training on how to set out and format minutes. One Member commented that they required training in general on minute taking. Additional comments were received in relation to Equalities/Impact Assessment. Three respondents stated that they required training which provided a general overview on this area. One respondent commented that they required further knowledge in general on the topic in order to carry out their duties as a Chair. One respondent requested a Members Seminar on both elements.

With regard to Commercialisation and Income Generation item, further specific training elements were listed. One respondent stated that they would like to learn how the Council could sustain itself through income generation, two respondents commented that they would like to receive training to acquire more knowledge in order to produce their own

suggestions for income generation, two respondents stated that they would like to explore more options to generate income and to understand what opportunities that the Council were missing out on, two respondents commented that they would like to receive general training on the topic, and one respondent stated that they would like to understand which aspects were within the Council's power and which were not.

In relation to Declarations of Interest and Committee Procedures further specific training elements were listed. Six respondents stated that they would like to receive a general overview on the topic, one respondent commented that they would like advice on how to explain the procedure to constituents, one respondent requested training on committee procedures, and one respondent stated that they would like clearer user friendly guidance and more flexibility.

With regard to the Budget, further specific training elements were listed. One respondent commented that they would like the opportunity to monitor saving strategies on a regular basis, one respondent stated that they would like to understand how everything impacted on the budgets and interlinked, three respondents mentioned that they would like to understand the detailed budget lines and how the budget process worked within the Council's systems, and one respondent stated that they would like advice on how to communicate information on the budget to the public in an understandable way.

In relation to General Chairing Skills five respondents commented that they would welcome general training on the topic, one respondent stated that they would like training to refresh their knowledge, and one respondent mentioned that they required training on procedures for Chairs.

With regard to Social Media, further specific training elements were listed. Three respondents requested training on the use of social media, and two respondents requested training on how to use social media safely.

In relation to the IT and Digital Literacy item, two respondents requested refresher training on IT skills in general, one respondent stated that their skills were limited to Outlook Express only and welcomed any further training on other IT programs, one respondent specified that they required physical training on how to use a tablet device, and one respondent queried whether there was a software package which could

assist Members wishing to communicate in Welsh and to assist the Authority to comply with the Welsh Language Standards.

Sixty eight percent of respondents stated that they did not require any further assistance in relation to their roles as Ward Councillors or as representatives of outside bodies. However, twenty five percent (10 respondents) stated that they did require further assistance in their roles as Ward Councillors, while thirteen percent (5 Members) required assistance as a representative of an outside body. Additional comments were received with regard to training requirements for both roles. One respondent stated that they required practical training on how to set up local charitable groups and associations, one respondent indicated that they would appreciate training on housing issues, one respondent stated that they would appreciate training to deal with difficult situations within their community such as mental health issues, and to gain an understanding of what matters Ward Councillors should or should not be involved in. One respondent stated that a training session giving an overview of the role would be useful.

The majority of responders indicated a preference for training sessions to be held in the mornings, except on Thursdays where respondents indicated that evening sessions would be as equally convenient as morning sessions. Additional comments were made by responders, but suggestions were varied and it was not possible to identify a common theme.

Seventy percent of those surveyed stated that they would be interested in receiving an annual review of their training and development needs. Additional comments were received regarding annual reviews. Two respondents commented that they would like to receive training on any policy or legislation changes, and one respondent requested training on any IT changes which would affect users.

General comments were made in relation to the Member Development Programme. One respondent commented that they were not in favour of seminars and preferred interactive and in depth sessions with officers, one respondent stated that they preferred to avoid extra special meetings outside of the cycle of meetings as diaries were difficult to manage at short notice due to other commitments, one respondent requested a map stating where officers and teams were based, one respondent commented that they would like the market place event to take place annually, one respondent indicated that they would like

training on the changes to the Data Protection Act and any future changes to legislation and policies, and one respondent queried whether further online training could be provided to Members following all Member Seminars.

Scrutiny Training with Ian Botterill – May 2018

In addition to the survey, each scrutiny committee received general scrutiny training from Ian Botterill during May 2018. During these training sessions a to do list was compiled by each committee with suggestions for improving the scrutiny process. It is intended to incorporate Members' suggestions into the Member Development programme where possible. A list of the suggestions can be found below:

- To arrange visits to other Local Authorities to observe their scrutiny processes on a committee by committee basis
- To arrange more site visits for each committee
- More time to be given to committees to do research prior to meetings
- Collaborative Scrutiny
- To gain a better understanding of the scrutiny structure and process
- Self-Scrutiny after each scrutiny meeting – a short session to discuss how a meeting has gone and if any improvements can be made
- Members to ask more challenging questions instead of making statements
- Committees to engage more with Officers
- Self-evaluation of characteristics of good Scrutiny (to be done every 6 months or so)
- Improve consultations and public involvement
- To better understand the role and work of Cabinet
- To make more recommendations

Financial Impact

The programme developed in response to the survey will need to be accommodated within existing budgets or through learning activities that are at nil cost to the Council.

Equality Impact Assessment

There are none identified at this time. There is a parallel piece of work underway to explore if any Member is failing to access learning and development.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

There are none.

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendation

That Members consider the results of the surveys and provide a steer on how the information should be used to inform the Member Development Programme for 2018/19.

Reason for Decision

To ensure that Members receive the training that they have indicated and are entitled to as set out in Section 7 of the Local Government (Wales) Measure 2011 requires local

Implementation of Decision

That the decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 – Member Development Survey Data

Officer Contacts

Karen Jones – Assistant Chief Executive and Chief Digital Officer
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

Caryn Furlow – Strategic Manager – Policy & Democratic Services
e-mail: c.furlow@npt.gov.uk Telephone: 01639 763242

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Member Development Survey

This Survey has been developed to capture Members training needs for the Civic Year 2018-2019.

Please note, that any training needs for specific regulatory Committees, such as Audit, Planning and Standards, will be picked up as part of a separate exercise.

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Member Development Survey

General Training

Please indicate which general training you would be interested in from the list below:

- Public Speaking/ Presentation Skills/ Other ways of Communicating
- Minute Taking
- Equalities/Impact Assessments
- Commercialisation and Income Generation
- Declarations of Interest and Committee Procedures
- Budget
- General Chairing Skills
- Social Media
- General IT and Digital Literacy

Please specify which elements of public speaking/Presentation Skills/ Other ways of communicating you would like to focus on:

Please specify which elements of IT and Digital Literacy you would like to focus on:

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Member Development Survey

Other Roles

In addition to your role as an Elected Member please indicate if you would like to undertake any training to assist in your role:

- As a Ward Councillor
- As a Representative of an outside body
- None of the above

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Member Development Survey

Time of Training

Please indicate which days and times are suitable for your training:

	Morning (9.00-11.59)	Afternoon(12.00-14.59)	Evening(15.00-18.00)
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please include any additional information about days and times for training:

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Member Development Survey

Annual Review

You are entitled to have an annual review of your training and development needs, is this something you would be interested in:

- Yes please
- No thanks, not at this time

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Member Development Survey

Additional Comments

If you have any additional comments on the Member Development Programme, please include them in the box below:

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Cabinet Member Survey – Summary of responses

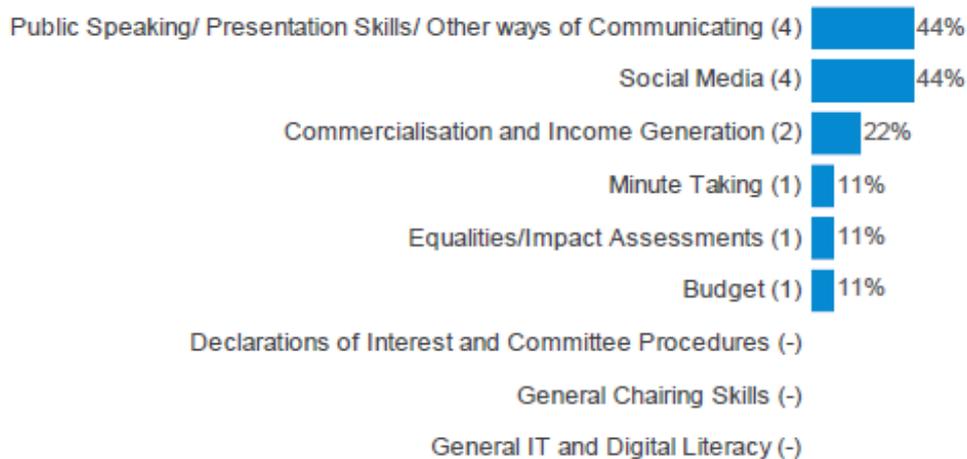
Cabinet_Member_Survey

Page:1

This report was generated on 21/06/18. Overall 10 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Please indicate which general training you would be interested in from the list below:



Please specify which elements of public speaking/Presentation Skills/ Other ways of communicating you would like to focus on:

I think I need training on dealing with confrontation
 Public Speaking, presentation skills.
 Social media

Please specify which elements of Minute Taking you would like to focus on:

How to condense the minutes so that they are more concise / accurate .

Please specify which elements of Equalities/Impact Assessments you would like to focus on:

Legal requirements and regulations.

Please specify which elements of Commercialisation and Income Generation you would like to focus on:

All of it
 Anything available

Please indicate which elements of the Budget you would like to focus on:

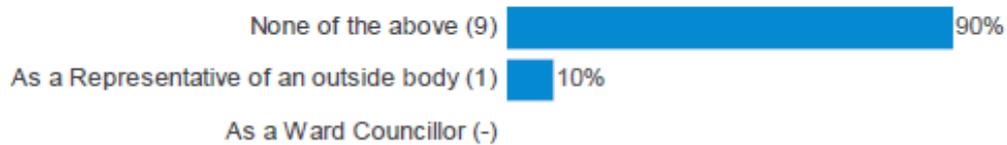
Anything available

Please indicate which elements of Social Media you would like to focus on:

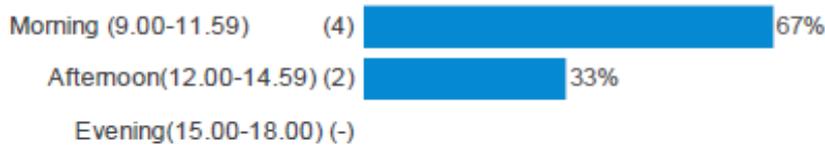
Facebook and twitter

How to make the most of the press and media.

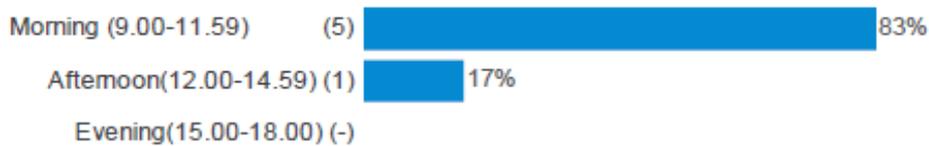
In addition to your role as an Elected Member please indicate if you would like to undertake any training to assist in your role: (A Ward Councillor)



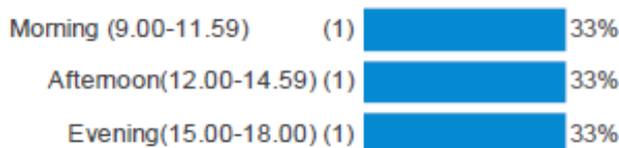
Please indicate which days and times are suitable for your training: (Monday)



Please indicate which days and times are suitable for your training: (Tuesday)



Please indicate which days and times are suitable for your training: (Wednesday)



Please indicate which days and times are suitable for your training: (Thursday)



Please indicate which days and times are suitable for your training: (Friday)



Please include any additional information about days and times for training:

Retired I can do afternoons Would like to keep Monday morning &Friday afternoons free but realise that's not always possible

Whenever my diary permits.

Providing the training fits in with my other commitments,I'm available as and when my diary allows.

Any time my diary fits

Any time I don't have a meeting on a Monday, Tuesday or Wednesday

You are entitled to have an annual review of your training and development needs, is this something you would be interested in:



Please specify any requirements you have in relation to this annual review:

A general review to identify strengths or weaknesses.

Understanding the role of corporate governance.

I would need to know what this looks like

If you have any additional comments on the Cabinet Member Development Programme, please include them in the box below:

I would hope that any training would be relevant and useful. Over the years I have sat through sessions which were a complete waste of my time and experience.

Personally, I need to learn how to use "Twitter" better. ...I cannot get everything I want to say in 280 characters !

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Member Development Survey

This Survey has been developed to capture Members training needs for Year 2018-2019.

Please note, that any training needs for specific regulatory Committees, : Audit, Planning and Standards, will be picked up as part of a separate ex

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Member Development Survey

Committee Membership

Are you a Member of a Scrutiny Committee?

- Yes
- No

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Member Development Survey

Committee Membership

Are you a Member of a Scrutiny Committee?

- Yes
- No

Please prioritise the Scrutiny training options from the list below:

	High Priority	Medium Priority	Low Priority	Not a Priority
Questioning Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance Monitoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involving other people in the Scrutiny Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drawing Conclusions and developing recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using Impact Assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equalities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting Objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting objectives for task and finish groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Topic selection for Adding Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide more detail about the Scrutiny training you are interested in:

Member Development Survey

General Training

Please indicate which general training you would be interested in from the list below:

- Public Speaking/ Presentation Skills/ Other ways of Communicating
- Minute Taking
- Equalities/Impact Assessments
- Commercialisation and Income Generation
- Declarations of Interest and Committee Procedures
- Budget
- General Chairing Skills
- Social Media
- General IT and Digital Literacy

Please specify which elements of public speaking/Presentation Skills/ Other ways of communicating you would like to focus on:

Please specify which elements of IT and Digital Literacy you would like to focus on:

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Member Development Survey

Other Roles

In addition to your role as an Elected Member please indicate if you would like to undertake any training to assist in your role:

- As a Ward Councillor
- As a Representative of an outside body
- None of the above

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Member Development Survey

Time of Training

Please indicate which days and times are suitable for your training:

	Morning (9.00-11.59)	Afternoon(12.00-14.59)	Evening(15.00-18.00)
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please include any additional information about days and times for training:

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Member Development Survey

Annual Review

You are entitled to have an annual review of your training and development needs, is this something you would be interested in:

- Yes please
- No thanks, not at this time

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Member Development Survey

Additional Comments

If you have any additional comments on the Member Development Programme, please include them in the box below:

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Members Survey – Summary of responses

Member_Development_Survey

Page:1

This report was generated on 19/06/18. Overall 41 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Are you a Member of a Scrutiny Committee?



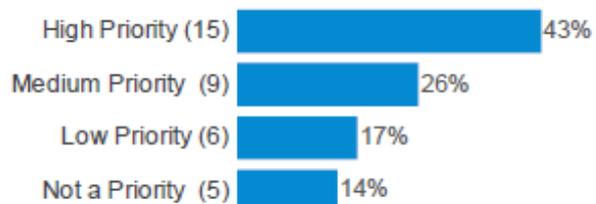
Please prioritise the Scrutiny training options from the list below: (Questioning Skills)



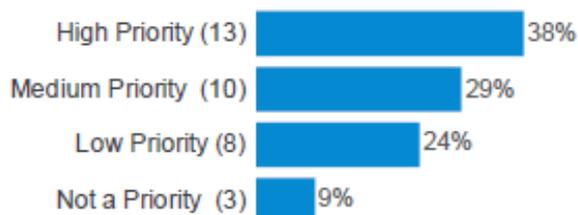
Please prioritise the Scrutiny training options from the list below: (Performance Monitoring)



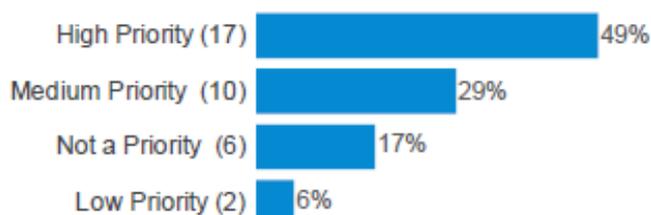
Please prioritise the Scrutiny training options from the list below: (Data Analysis)



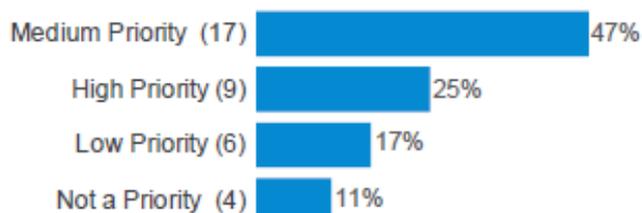
Please prioritise the Scrutiny training options from the list below: (Involving other people in the Scrutiny Process)



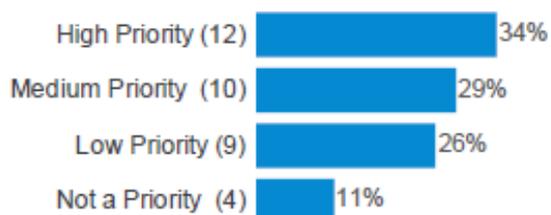
Please prioritise the Scrutiny training options from the list below: (Drawing Conclusions and developing recommendations)



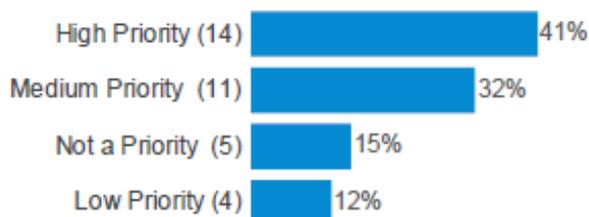
Please prioritise the Scrutiny training options from the list below: (Using Impact Assessments)



Please prioritise the Scrutiny training options from the list below: (Equalities)



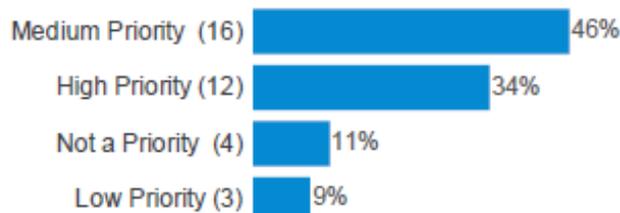
Please prioritise the Scrutiny training options from the list below: (Setting Objectives)



Please prioritise the Scrutiny training options from the list below: (Setting objectives for task and finish groups)



Please prioritise the Scrutiny training options from the list below: (Topic selection for Adding Value)



Please provide more detail about the Scrutiny training you are interested in:

I would suggest the priority objective for the coming year should be ensuring that scrutiny committees have the skills and confidence to analyse and develop policy with a view to making a genuine difference to Council performance (i.e. not being driven by cab board report). I would argue that, in my experience, the scrutiny member are now performing very well in terms of pre-decision scrutiny.

all members seminar on homelessness, to raise awareness

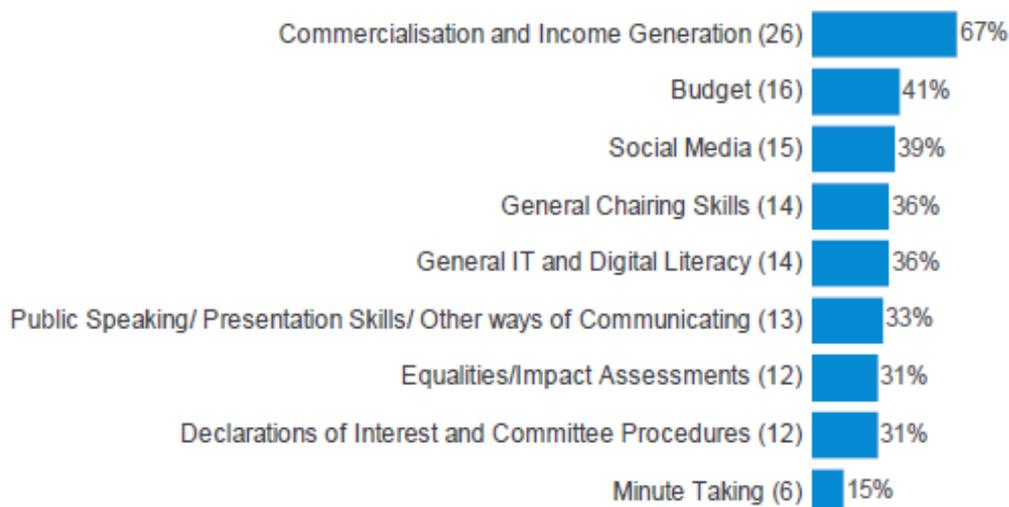
Not much experience in doing this so would be interested in more information

General Training

Depending on the topic it may be medium or high.(topic selection)

Need to be focused to ensure decisions are prompt

Please indicate which general training you would be interested in from the list below:



Please specify which elements of public speaking/Presentation Skills/ Other ways of communicating you would like to focus on:

Improving how to put point across and to become more confident

Public speaking

General presentation skills

Concise approach to public speaking, getting points and views across in a minimalistic way

General Training

For further improvement purposes

Please specify which elements of Minute Taking you would like to focus on:

Best way to set out minutes

Important items selected by scrutiny committees and decisions made by Members.

General Training

For further development

Please specify which elements of Equalities/Impact Assessments you would like to focus on:

Overall picture needed

In general

Further knowledge in general to carry out duties as a Chair

Members seminar covering both aspects.

Please specify which elements of Commercialisation and Income Generation you would like to focus on:

How LA can sustain itself through income generation.

Income Generation

Some training top give members a better understanding of how they can produce their own suggestions for income generation - sorry that's very vague!

Overall picture

How we can income generate and what opportunities we're missing out

In general

As role in Committee would be interested in finding out more ways of identifying opportunities

Income generation for all directorates, e.g. Schools - buildings being put to multi use.

Understanding what aspect are within the powers of the Council

Commercial attitude and income is an attitude of mind

Plans for future sustainability, exploring lots of options

Reliance on public finance has changed so need to source the LA from other avenues.

Keen and interested in this to acquire knowledge

Please indicate which elements of Declarations of Interest and Committee Procedures you would like to focus on:

Explaining to constituents the procedure

Accuracy.

All of it

Overall picture overall picture

General overview of guidelines and policies.

General

Committee procedures

Clearer guidance, more flexibility and more user friendly

General TrainingGeneral Training

Just generally, it can sometimes be difficult to determine if you have a interest

Please indicate which elements of the Budget you would like to focus on:

Monitoring of savings strategies

Everything

How everything impacts on the budgets and inter links with each other

Understanding the detailed budget lines

Communication of the budget, to make it understandable to the public.

Knowing a bit more in general, sitting with officers to discuss figures

How the budget process works within the Council's systems

No finance needs to be looked at as a whole

How to protect the services we provide, being fair to our work force

Please indicate which elements of General Chairing Skills you would like to focus on:

Upgrade
 Procedure
 General
 General
 Always room to learn new chairing skills
 General Training
 Keen and interested in this to acquire knowledge

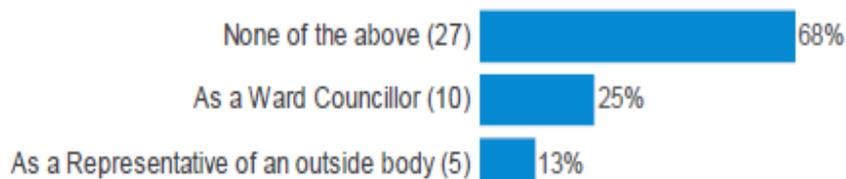
Please indicate which elements of Social Media you would like to focus on:

Safe use, what you can and cannot say, language and law etc
 Personal safety.
 Training course with regards to Social Media - Update knowledge
 General
 Cause of the dangours that can occur
 Could always learn more!
 Use of Twitter etc
 Facebook Twitter etc not just the pitfalls

Please specify which elements of IT and Digital Literacy you would like to focus on:

Continual refresher where offered
 Updates to knowledge
 General I.T training
 General IT skills
 All
 Training courses on IT skills
 My use of the computer is regular but limited to emails and the run of mill whatineed is a little more challenging things onaregular basis
 physical training on I pad. Welsh communication is there a software package in order to comply with the Act.

In addition to your role as an Elected Member please indicate if you would like to undertake any training to assist in your role: (A Ward Councillor)



If you have any specific training requirements in relation to this role please include below:

Practical training on how to set up local charitable groups and associations - legal, practical and financial

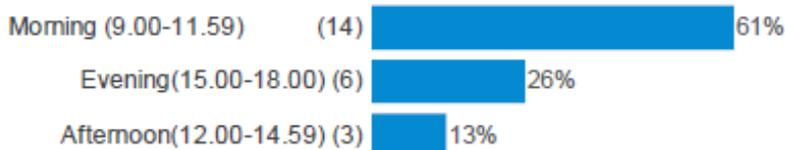
An overview.

Housing Issues, Council responsibilities and role post handing over to Tai Tarian, General Social Housing, legal aspects.

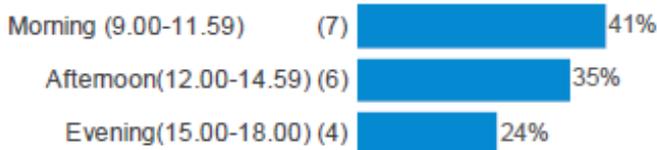
Training to enable me to deal with difficult situations within my community e.g. Mental health issues and to gain an understanding of what I should not get involved in.

Should be compulsory on election for every new Member.

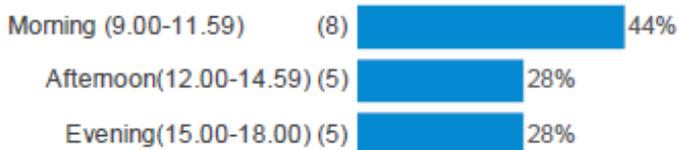
Please indicate which days and times are suitable for your training: (Monday)



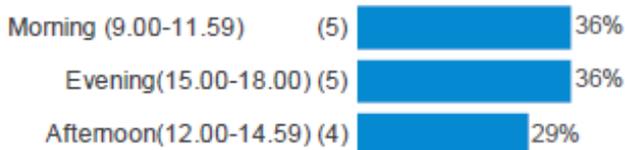
Please indicate which days and times are suitable for your training: (Tuesday)



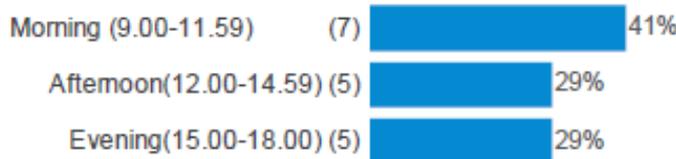
Please indicate which days and times are suitable for your training: (Wednesday)



Please indicate which days and times are suitable for your training: (Thursday)



Please indicate which days and times are suitable for your training: (Friday)



Please include any additional information about days and times for training:

- Not Tuesdays! Otherwise, quite flexible.
- Daytime preferred
- Mon-Thurs Am and Pm and Fri Am
- All day any day
- Evening would be preferable from a perspective of arranging the working day
- Try to arrange training for after member meetings when already here
- Mondays from 16:30 onwards.
- No specific day or times
- After 7 in evening is best for me.
- Available around scrutiny meetings
- Tuesdays and Thursdays best for me
- Stat early morning
- Monday and Tuesday all day
- Very busy schedule which is unpredictable so cannot state a suitable time
- Afternoons and evenings more accessible due to committee meetings being held in the daytime
- Every day in the mornings
- Overall flexible with times
- Based around shifts.
- Weekdays during the day other than Friday
- Depends on other commitments in the week
- Afternoon preferably not Friday
- Not Tuesdays
- provided it doesn't conflict with meetings
- Any of the above.
- Monday afternoons. Tuesday and Wednesdays all day

You are entitled to have an annual review of your training and development needs, is this something you would be interested in:



Please specify any requirements you have in relation to this annual review:

General advice training

I was unable to attend basic induction and other starter training. Too late now!

Development needs as per policy change or new Acts coming into being. I have some vision issues which are sometimes more challenging depending on the setting.

Happy to participate

Whether training met need. Going forward any new legislation

General Training

General

Computer especially new developments

Part of Task and Finish Group from Dem Services Cttee

If you have any additional comments on the Member Development Programme, please include them in the box below:

Training very important to all councillors

I think the very fact this survey is happening is a very good sign!

Don't like seminars. Like interactive and in depth.

To avoid extra special meetings outside of the cycle of meetings as diary's are difficult to manage at short notice and because of other commitments

Maps of Officer locations in buildings

Annual market place event and being able to contact officers in teams rather than going through Heads of Service each time

Data Protection Act changes and any future impending changes to Acts and Policies - training required for all Members

Any opportunities to improve as a County Borough Councillor that have not been covered in this survey I would be interested in

It's very important, everyone should intake it. Even longer serving Members, you are forever learning.

Could on line learning be provided to give more detail following all member seminars and on essential topics such as the Social Care and Wellbeing Act, etc

Members are provided with enough support and if there are any problems he is quite happy with the additional support that Officers provide

As a Member there is a lot to learn, therefore training is welcomed, in order to further increase my skill base

Do you have any accessibility requirements (e.g. large print, need for a hearing loop system, accessible accommodation)



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DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

MEMBERS' APOLOGIES POLICY

Purpose of Report

To further review the Members' Apologies Policy.

Background

At the meeting held on 1 February 2018, the Committee agreed the following:-

1. That the Submission of Apologies for Council Meetings Policy be amended in relation to long term sickness and that it be commended to Council for approval;
2. That Members of the Committee take soundings from their respective Political Groups on whether the recordable absence categories should be extended and report to the next meeting of Committee.

I have received feedback from the Labour Group which is content with the current Policy, the Plaid Cymru Group has asked that the following be added to the Policy:-

Town/community council duties
Business Duties

And the Independent Group has asked that the following be considered:-

Town/community council duties

Possible family issues at short notice and unable to give apologies or any other emergency.

Members feel they don't want to be shown absent without an apology but sometimes it can be difficult

Attached, at Appendix 1, for your information is a copy of the current Policy.

Financial Impact

There are no financial impacts associated with this report.

Equality Impact Assessment

There are none.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item, however consultation has been carried out through the Council's Political Groups.

Recommendation

That the Committee considers whether further amendments to the current Members' Apologies Policy should be made following feedback from the political groups.

Reason for Decision

To update the Members' Apologies Policy.

Implementation of Decision

That the decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 – Current Policy

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

Policy for submitting apologies for Council meetings

Background

Elected Members are expected to attend any meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend due to various reasons.

The new Modern.Gov Committee Management System now allows the attendance to be recorded and also published on the Council's website.

To ensure that the record is accurate this policy sets out what Members should do to record their absence at specific meetings.

Policy

When a Member is unable to attend a meeting they must submit the apologies prior to or during the meeting to ensure they are correctly recorded and to ensure that the meeting will be quorate. Any apologies submitted after a meeting has been concluded will not be recorded.

The apologies should be communicated to staff within the democratic services unit.

There are two types of apology that can be recorded:-

Type	Comments
Apologies	<p>General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)</p> <p>Should a Member be on long term sickness then, provided Democratic Services are aware, a standing apology (with no reason) will be recorded.</p>
Apologies due to Council Business	Where clashes with Council and external meetings occur, Members representing the Authority will be expected to highlight the reason so that it is recorded correctly.
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.

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DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

DISABILITY AUDIT

Purpose of Report

To update Committee on the progress made on carrying out a Disability Audit in relation to Members' facilities.

Background

It is proposed to carry out the above audit by forming a working group of Members supported by Shaw Trust.

With this in mind all Members received an invitation to join the Group and to date I have received the following self-nominations:-

Cllrs S.Miller, S.Hunt, S.Paddison, D.W.Davies, A.N.Woolcock, S.Jones, L.Purcell, D.Whitelock, S.M.Penry, R.Mizen, S.ap Dafydd, C.Williams, J.Warman, W.Griffirths, C.Clement Williams and O. Davies.

Due to the interest shown by Members it is proposed that a Workshop be arranged and that Shaw Trust be invited to assist in the process. Cllr.S.Miller has indicated that she would be prepared to lead this work on behalf of the Democratic Services Committee.

Financial Impact

There are no financial impacts identified currently however, the recommendations of the Working Group may have some financial impacts.

Equality Impact Assessment

This would assist the Council to meet its equality duties.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendation:

That the Committee consider the above proposal to establish a Workshop lead by Cllr.S.Miller and supported by Shaw Trust.

Reason for Decision

To carry out the Members' Disability Audit.

Implementation of Decision

That the decision is proposed for immediate implementation.

Appendices

None

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

Welsh Language Standards Update

Purpose of the Report

1. To provide Members with an update in relation to the current position regarding the Council's Welsh Language Standards and the work being undertaken to prepare for the implementation of bilingual Agendas and Minutes.

Background

2. The Welsh Language (Wales) Measure 2011 established a new framework in relation to compliance with legal standards relating to the Welsh Language.
3. These new standards replaced the Council's previous Welsh Language Schemes established under the Welsh Language Act 1993.

Bilingual Agendas and Minutes

4. In order to comply with Welsh Language Standards (Nos.41 and 48) work is currently being carried out by Democratic Services Officers to implement the Welsh version of the Modern Gov system.
5. Work has progressed and it is hoped to go live with part of the system in September 2018.

Financial Impact

6. The introduction of new Welsh Language standards and the requirement for increased volumes of translation will inevitably result in an increased pressure on current budgets. The basic translation charge will be £65 per 1,000 translated words with an average set of minutes being around 2,000 - 3,000 words. Additional monitoring will be required following the implementation of any new administrative arrangements.

Equality Impact Assessment

7. A screening assessment has been undertaken but a full equality impact assessment is not warranted.

Workforce Impacts

8. Due to the requirement for the introduction of additional administrative system arrangements there will be some workforce impacts associated with this report although it is currently unclear how significant this impact will be. Additional monitoring during the transition period will be required.

Legal Powers

9. Welsh Language (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/1/contents>

Risk Management

10. There are risks associated with non-compliance of the Welsh Language Standards Nos 41 and 48.

Consultation

11. There is no requirement under the Constitution for external consultation on this item.

Recommendation

12. That the Committee note the report.

Appendices

13. None.

List of Background Papers

14. None

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services

e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

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**WORK PROGRAMME 2018/19
DEMOCRATIC SERVICES COMMITTEE**

MEETINGS TO START AT 9.30am AND FINISH AT 11.00am

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/Head of Service
5th September 2018	<ul style="list-style-type: none"> Member Annual Personal Development Review (PDR) Process 	Decision	Annual	Karen Jones/ Jason Davies
5th September 2018	<ul style="list-style-type: none"> Members IT Reference Group – Terms of Reference 	Decision	Topical	Annette Manchipp
5th September 2018	<ul style="list-style-type: none"> Member Annual Reports Scheme 	Decision	Annual	Karen Jones/ Annette Manchipp
5th September 2018	<ul style="list-style-type: none"> Security of Civic Buildings 	Info	Topical	Simon Brennan

Version 9 – 25 July 2018

Head of Democratic Services to decide agenda size and if additional meetings are required

5 th September 2018	<ul style="list-style-type: none"> • Submission of Apologies 	Decision	Topical	Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Disability Audit 	Decision	Topical	Annette Manchipp
5 th September 2018	<ul style="list-style-type: none"> • Welsh Language Standards Update (Mod Gov Update) 	Info	Topical	Annette Manchipp
5 th September 2018	Member Development Training Programme	Decision	Topical	Caryn Furlow/ Jason Davies
7 th November 2018	<ul style="list-style-type: none"> • Guidance Notes on Members Code of Conduct including Personal Interests and Prejudicial Interests 	Decision	Topical	Craig Griffiths
7 th November 2018	<ul style="list-style-type: none"> • Changes to the Constitution on scrutiny including references to Chairperson 	Decision	Topical	Craig Griffiths

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Head of Democratic Services to decide agenda size and if additional meetings are required

7 th March 2019	<ul style="list-style-type: none"> Democratic Services Staffing Structure 	Decision	Annual	Karen Jones
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NB: Councillor A.N.Woolcock to be invited to meetings for Scrutiny issues

Member Scrutiny Champion – Update Report

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Head of Democratic Services to decide agenda size and if additional meetings are required

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By virtue of paragraph(s) 18 of Part 4 of Schedule 12A of the Local Government Act 1972.

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