

DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

17th July 2015

SECTION A – MATTERS FOR DECISION

WARD(S) AFFECTED: ALL

ANNUAL DEVELOPMENT REVIEWS AND MEMBER DEVELOPMENT 2015/16

Purpose of Report

- 1) To provide the Democratic Services Committee with the draft Member Development Programme for 15/16 for their comment.
- 2) To update Members of the Democratic Services Committee on this year's Annual Development Review Process and to invite discussion on how best to promote the uptake of the scheme.

Background

In the last meeting of the Democratic Services Committee, Members noted the work that had been undertaken in relation to Member Development in line with the Strengthening and Modernising Democratic Arrangements proposals. Members requested that the draft Member Development Programme be brought back to the Committee for review.

Similarly in the last meeting of the Democratic Services Committee, Members agreed to promote the participation of the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013.

Progress

The Member Development Programme for 15/16 has been developed and is attached at Appendix 1 for Members' information and discussion thereon. The Democratic Services Committee has previously discussed the importance of Members taking a greater role in determining the programme with input from key stakeholders (such as the Leadership and the Chairs and Vice Chairs of Scrutiny forum.) It would be of assistance if the Committee could provide a

steer on the way in which its Members would wish to be involved in the development work going forward and their views on the programme as it is.

The programme is a fluid document and it is anticipated that the programme will be continually developed based on the below:

- The outputs of the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013/14;
- Identifying priority needs linked to the development of the Scrutiny and Cabinet Forward Work Programmes;
- Responding to recommendations made by the Wales Audit Office following the Corporate Assessment of the Council.
- Emerging legislation and policy matters
- Outcomes from the Annual Member Survey
- Addressing identified risks and issues.

Members of the Committee may also wish to note that there is a commitment in the model Town and Community Council Model Charter to offer member induction training to Town and Community Councillors to enable them to understand the role and function of the Principal Council as and when practicable and appropriate.

The WLGA has lost an element of its funding so will be unable to provide support for Member Development as they have done in previous years. Some services will be provided at no additional cost but some services are chargeable (please see Appendix 2 for the WLGA Councillor Development and Support Services from the WLGA 2015-16.)

The Council has retained some funding to support Member Development (£40,000). It is important that activity is focussed on targeted areas that will provide most value to Members.

To support the above activities, work has been re allocated within Democratic Services so that there is dedicated capacity to support Member Development on a more robust footing.

This year's Annual Development Review process has commenced and thus far it is estimated that five Members have completed reviews. Members who have completed reviews will be contacted directly to inform them of how identified requirements will be addressed (i.e. Social Media is a popular identified topic and Members who have identified this will be directed to the All Member

Seminar on Social Media which will be held in September) as well as emerging issues feeding directly into the Member Development Programme.

Members of the Democratic Services Committee are asked to consider how to further promote the participation in the second round of Annual Development Reviews.

Recommendations

- 1) To obtain agreement from the Democratic Services Committee on the Member Development Programme for 2015/16 and to discuss and propose any additional items for inclusion in the programme.
- 2) That Members of the Democratic Services Committee promote the participation in the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013/14

List of Background Papers

Democratic Process- Strengthening and Modernising Arrangements in Neath Port Talbot County Borough Council. Council. July 2014.

Council Report-WAO Corporate Assessment of Neath Port Talbot Council, January 2015.

Appendix 1- Draft Member Development Programme.

Appendix 2 -WLGA Councillor Development and Support Services from the WLGA 2015-16

Officer Contact

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APPENDIX 1

(DRAFT- NO STATUS)
SCHEDULE OF SEMINAR DATES
2015/2016

Day	Date	Time	Subject	Who
Thursday	11 th June	9am	Strategic Equality Plan Consultation	Rhian Headon, Karen Jones.
<i>For info- C&VC of Scrutiny and other Committees</i>	<i>9th July</i>	<i>Immediately following P&R Scrutiny</i>	<i>Chairing Skills</i> <i>Questioning Skills to be arranged following this session</i>	WLGA
Thursday	16 th July	9am	Budget	CEX, DFCS
Monday	20 th July	9am	Digital by Design	Karen Jones
Wednesday	29 th July	3pm	Trustee and Outside Body Membership and Members Interests	WLGA, David Michael, Karen Jones.
Thursday	10 th September	9am	Social Media	WLGA
Friday	25 th September	9am	Budget	CEX, DFCS
Tuesday	6 th October	3pm	Equalities/EQIA	Anna Morgan
Thursday	22 nd October	9am	Corporate Parenting	Nick Jarman
Wednesday	4 th November	3pm	Mod.Gov and IT	Rhys George/Steve John
Thursday	26 th November	9.30am	NPT HOMES	Linda Whittaker
Wednesday	16 th December	3pm		
Thursday	21 st January	9am		

Thursday	4 th February	3pm		
Thursday	25 th February	9am		
Wednesday	9 th March	3pm		
Thursday	24 th March	9am		
Wednesday	6 th April	3pm	Annual Reports	WLGA
Thursday	21 st April	9am		

***PLEASE NOTE THAT THE MORNING SESSIONS START AT 9AM AND THE AFTERNOON SESSIONS START AT 3PM**

APPENDIX 2

Councillor Development and Support Services from the WLGA: 2015-16

The work of a councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election throughout their period of office. New and experienced councillors therefore need appropriate support, guidance and personal and professional development to undertake their complex and evolving roles. The WLGA works with local authorities across Wales to help provide this important support to councillors. The support is informed by councillors themselves and the officers who support them.

The WLGA has over a decade of experience in providing valued training, development and support to councillors and officers. The WLGA's improvement and support role has however been refocused following the withdrawal of Welsh Government funding in 2015; the WLGA will continue to coordinate and provide strategic national guidance and support to local authorities but will offer a more focused range of bespoke in-house training and support packages to councils and councillors. The WLGA will charge for some services from 1st April 2015.

CORE SERVICES (FREE)

- **Ad hoc guidance to authorities, councillors and officers** on all aspects of councillor support and development
- **Facilitating national councillor and officer networks** to share learning, experiences and expertise, to collaborate on activities such as the production or delivery of councillor training or guidance notes
- **Developing national guidance**, with input from authorities, such as the Wales Charter for Member Support and Development, model member development strategies, role descriptions and development frameworks.
- **Developing induction and training modules and e-learning** for councillors and authorities
- **Representing local government interests and views** to ensure that the needs of councillors are promoted and that the requirements of authorities are reflected in Welsh Government policies, programmes and legislation
- **Signposting authorities** to, and briefing of, consultants and trainers who can provide specialist training and development for councillors in Wales
- **Promoting leading practice and raising standards** of councillor development and support through the Wales Charter for Member Support and Development
- **Supporting councils' arrangements for personal development review for councillors**, including workshops for those involved and undertaking or sourcing peers to undertake reviews for councillors who chose to seek this outside of their local arrangements
- **Liaising with national partners** to ensure any councillor development or training programmes that may be offered in future are appropriate, proportionate and add value

TRAINING

Coaching, training and workshops will be provided by WLGA officers, unless otherwise specified or requested.

- **Councillor skills workshops:** £200 plus VAT
- **Chairing skills for councillors:** An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.
- **Chairing skills for scrutiny:** A similar workshop catering for the specialist needs of the chairs of overview and scrutiny committees.
- **Scrutiny Questioning skills:** An interactive workshop on outcome focused questioning strategies and techniques for scrutiny committee members.
- **Effective scrutiny:** An opportunity for scrutiny members to review their approaches to outcome focused scrutiny which makes an impact.
- **How to be a mentor:** An interactive workshop where members have opportunities to develop practical skills in mentoring new or inexperienced members.
- **Similar bespoke workshops on request** where expertise is available in the WLGA. For example induction workshops. Workshops are typically 2hrs. Maximum numbers 15 councillors per workshop. Workshops can be delivered to councillors from one or a group of authorities.
- **Other skills or subject matters:** The WLGA aims to be responsive and, on request, will seek to signpost to relevant trainers or may deliver and/or commission other sessions in response to emerging councillor development and training needs where possible. Fees may vary depending on whether additional external trainers are required.
- **Regional/National Workshops on new or key areas of councillor skills and knowledge:** £75 plus VAT per delegate (4 for the price of 3 for multiple bookings).
- **Individual Coaching for Councillors:** £200 plus VAT for 4 confidential sessions (plus cost of any psychometrics). Sessions will be provided by a WLGA qualified coach, to help councillors address current or new challenges, role changes or personal skills.
- **Individual Support for Chairs:** £400 plus VAT. Confidential one-to-one support for chairs focusing on improving confidence and performance in meetings and on webcasts. This would include observation of meetings, feedback on performance and 3 coaching sessions

FOR FURTHER INFORMATION, CONTACT:

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