

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