



MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

DEMOCRATIC SERVICES **COMMITTEE MEETING**

2.00 PM MONDAY, 28TH SEPTEMBER, 2015
COUNCIL CHAMBER

Please note that today's meeting will be recorded.

**This recording will not be broadcast on the Authority's internet
as it will only be used for training purposes by the
Democratic Services Department.**

**The Public Seating areas will be in view of the Camera and, by entering
the Chamber and using the Public Seating Area, Members of the Public
are consenting to being filmed.**

This Agenda has been prepared by the Democratic Services Department. Any member of the public requiring information should contact the department on (01685) 725203 or email democratic@merthyr.gov.uk.

Any reference documents referred to but not published as part of this agenda can be found on the Council's website or intranet under Background Papers.

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Members of the Democratic Services Committee are reminded of their personal responsibility to declare any personal and prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct.

Note:

- a. Members are reminded that they must identify the item number and subject matter that their interest relates to and signify the nature of the personal interest; and
 - b. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chair when they leave.
3. Democratic Services Departmental Structure
To receive an update from the Head of Democratic Services
 4. Member Development Strategy
To consider a report of the Head of Democratic Services **(Pages 1 - 10)**
 5. Training and Development Programme
To receive an update from Karen Vokes, Democratic Services Officer.
 6. Councillor Web Pages
To receive an update from the Head of Democratic Services
 7. Any Other Business Deemed Urgent by the Chair

COMPOSITION:

Councillor Richard Thomas (Chair)

Councillors: G Jones, T Chaplin, M Davies, C T Jones, G Lewis, T Lewis, B E Mansbridge, K Moran and Raymond Thomas

Together with appropriate officers

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Os byddai'n well gennych gopi o'r agenda hwn mewn iaith arall, cysylltwch a democratic@merthyr.gov.uk neu ffoniwch 01685 725203

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DEMOCRATIC SERVICES COMMITTEE REPORT

Date Written	21 st September 2015
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Date	28 th September 2015

To: Chair, Ladies and Gentlemen

(DRAFT) MEMBER DEVELOPMENT STRATEGY

1.0 SUMMARY OF THE REPORT

- 1.1 The Draft Member Development Strategy has been written to inform how the authority will deliver and monitor a programme of training and development for elected members and independent members of regulatory committees.
- 1.2 It outlines the objectives for the programme and how it will be delivered and evaluated; including a training matrix that will monitor and inform personal action plans.

2.0 RECOMMENDATION(S)

- 2.1 That the Draft Member Development Strategy be approved.
- 2.2 That implementation of the Strategy will begin by the end of October 2015.
- 2.3 That the Head of Democratic Services report back to committee in January 2016 to provide feedback on the first stage of implementation.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 The Member Development Strategy applies to all elected members and to independent members of regulatory committees. It sets out the Council's commitment to providing appropriate development opportunities for all councillors

and describes the approach that will be followed in order to ensure that it is achieved.

3.2 The aim of the strategy is to ensure that there is a consistent and structured approach to member development, supported by a training matrix and action plan, which defines how members are supported in:

- Undertaking their existing roles efficiently and effectively
- Preparing for future roles on an individual basis
- Developing their knowledge relating to specific duties and responsibilities
- Keeping up to date with new legislation and changing policies

4.0 FINANCIAL IMPLICATION(S)

4.1 There is a member training budget available that will support the procurement of training.

4.2 Wherever possible, we will look to source free training and work closely with neighbouring authorities to share costs.

ANN TAYLOR
HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
(Draft) Member Development Strategy	September 2015	Democratic Services Department
Does the report contain any issue that may impact the Council's Constitution?		No



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(Draft)
MEMBER DEVELOPMENT STRATEGY
2015 – 2017

SEPTEMBER 2015

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INTRODUCTION

Merthyr Tydfil County Borough Council is made up of 33 elected members across 11 electoral divisions and adopts the Leader and Cabinet model of governance. Executive members of Cabinet play a key role in policy and decision making, whilst the non-executive members comprise the Council's five Scrutiny Committees that provide a valuable means of challenge.

The intention of the Local Government (Wales) Measure 2011 is to strengthen the role of councillors in carrying out their duties and functions and requires local authorities to secure the provision of reasonable training and development opportunities for its members.

This Member Development Strategy sets out how the authority will perform the function and give each Member opportunities that will help them meet their personal objectives and deliver the Council's corporate vision.

CORPORATE PRIORITIES

Corporate Vision

To strengthen Merthyr Tydfil's position as the regional centre for the Heads of the Valleys, and be a place to be proud of, where:

- People learn and develop skills to fulfil their ambitions
- People live, work, and have a safe, healthy and fulfilled life
- People visit, enjoy and return

Corporate Priorities

Merthyr Tydfil County Borough Council's Corporate Plan identifies the priority areas and sets the ambition for Merthyr Tydfil's communities during 2013 to 2017.

- Priority Area 1 – Raising standards of attainment
- Priority Area 2 – Employability
- Priority Area 3 – Economic development
- Priority Area 4 – Active lifestyles
- Priority Area 5 – Promoting independence
- Priority Area 6 – Meeting the needs of vulnerable children
- Priority Area 7 – A sustainable environment

The Corporate Plan also supports the vision and priority outcomes identified for Merthyr Tydfil within the Local Service Board's Single Integrated Plan 2014 to 2017.

KEY PRINCIPLES

This strategy applies to all elected members and to independent members of regulatory committees who will be included in role specific development opportunities. It sets out the Council's commitment to providing appropriate development opportunities for all councillors and describes the approach that will be followed in order to ensure that it is achieved.

The aim of the strategy is to ensure that there is a consistent and structured approach to member development, supported by a training matrix and action plan, which defines how members are supported in:

- Undertaking their existing roles efficiently and effectively
- Preparing for future roles on an individual basis
- Developing their knowledge relating to specific duties and responsibilities
- Keeping up to date with new legislation and changing policies

We will also bear in mind the Welsh Government guidance that recommends local authorities provide opportunities in what are considered essential areas for a member to perform their role effectively:

- Induction
- Role and function of the executive, the Council and its officers
- Overview and Scrutiny
- Information Technology
- Code of Conduct
- Role of a Councillor as a local Member
- Public Engagement
- Equality and Diversity

DELIVERING THE PROGRAMME

We aim to follow a structured four stage approach to managing member development:

- Identify learning and development needs
- Planning programmes to meet needs
- Maximising access to those opportunities
- Evaluating the impact and outcomes of all member learning

Training Needs Analysis

Each elected member will be required to complete a Training Needs Analysis. It will help identify the individual's key strengths and development needs so that they can be assisted to compile a meaningful action plan for their learning and development.

Training Matrix

The outcomes from the Training Needs Analysis will be used to develop a training matrix that will categorise the training requested and enable the Democratic Services Team to source meaningful and accessible courses.

It will also allow the training to be measured on an individual basis, developing Personal Action Plans for each of the members.

Personal Development Review

The Personal Action Plans created as part of the training matrix will be used to evaluate an individual's development. Senior elected members from political parties/groups will determine whether to perform these themselves or they can be completed with the support of the Democratic Services Team.

These reviews will be held either:

- Annually;
- When a Member takes on additional or changes their responsibilities;
- At the request of the Member; or
- At the request of the senior member of that persons political party/group

EVALUATION

Training Events

After each course or training event, Members will be asked to complete an evaluation form. An assessment of these forms will be undertaken by the Democratic Services Team and an evaluation of the training programme will be shared with the Democratic Services Committee.

Personal Development Reviews

The outcome of the personal development reviews held with individual members will inform their Personal Action Plans and continually revise and update the Members' training requirements.

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