



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

DEMOCRATIC SERVICES **COMMITTEE**

3.00 PM MONDAY, 27TH NOVEMBER, 2017

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 and to the possible use of those images and sound recordings as outlined above.

This Agenda has been prepared by the Democratic Services Department. Any member of the public requiring information should contact the department on (01685) 725284 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.

AGENDA

1. Apologies for Absence
2. Declarations of Interest

Members 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 and Finance Act 1992 relating to Council Tax, 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. Member Development Strategy 2017-2022
To receive a report from Ann Taylor, Head of Democratic Services. **1 - 8**
- 4. Member Induction Update
To receive an update on the Induction report from Karen Vokes, Democratic Services Officer **9 - 12**
- 5. Elected Member Facilities and Support
To receive a report from Ann Taylor, Head of Democratic Services **13 - 16**
- 6. Any Other Business Deemed Urgent by the Chair

<p>COMPOSITION: Councillor D Roberts (Chair)</p> <p>Councillors: C J Barry, J Amos, M Colbran, L Davies, S Jago, C T Jones, G Lewis and D Sammon</p> <p>Together with appropriate officers</p>

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DEMOCRATIC SERVICES COMMITTEE REPORT

Date Written	14 th November 2017
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Date	27 th November 2017

To: Chair, Ladies and Gentlemen

MEMBER DEVELOPMENT STRATEGY

1.0 SUMMARY OF THE REPORT

- 1.1 The 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 Member Development Strategy be approved.
- 2.2 That the Head of Democratic Services report back regularly to provide feedback on each 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

3.3 The induction training process which began immediately after the local elections in May 2017 was sympathetic to the Member Development Strategy introduced in 2015 and which is very similar in structure to this updated 2017-2020 version.

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
Member Development Strategy	2017-2020	Democratic Services Department
Does the report contain any issue that may impact the Council's Constitution?		No



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MEMBER DEVELOPMENT STRATEGY 2017 – 2020

NOVEMBER 2017

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 and performance monitoring.

The intention of the Local Government (Wales) Measure 2011 was to strengthen the role of councillors in carrying out their duties and functions and required 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 allow them to meet their personal objectives and help to achieve the Council's Corporate Vision and Wellbeing Objectives.

CORPORATE VISION AND WELLBEING OBJECTIVES

Corporate Vision

The Corporate Vision for Merthyr Tydfil is to strengthen its position as the regional centre for the Heads of 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

Wellbeing Objectives

The Wellbeing of Future Generations (Wales) Act 2015 requires a more 'active' level of community involvement in order to achieve outcomes. This means that we need to involve our communities in the planning and designing of services and involve communities in the decisions that affect them.

To support Councillors with the skills they need to play a significant leadership role as community ambassadors, the Member Development Strategy will evaluate the relevance of training against the Wellbeing Objectives set out in the Statement of Wellbeing and included in the authority's plan "Focus on the Future: Wellbeing in our Community":

Best Start to Life

- Children get the best start to life
- Children and young people are equipped with the skills they need to be successful learners and confident individuals

Working Life

- Making skills work for Merthyr Tydfil, Developing the workforce of the future
- Developing the environment and infrastructure for business to flourish

Environmental Wellbeing

- Communities protect, enhance and promote our natural environment and countryside
- Communities protect, develop and promote our heritage and cultural assets

Living Well

- Developing safer communities
- People have good physical and mental health
- People live independently

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 and the authority's Wellbeing Objectives. 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 that is supported by a training matrix and action plan, to define 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

This will be achieved through:

Training Needs Analysis

Each elected member will be asked 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 which will continually revise and update the Members' training requirements.



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DEMOCRATIC SERVICES COMMITTEE

Date Written	14 th November 2017
Report Author	Karen Vokes
Service Area	Democratic Services
Committee Date	27 th November 2017

To: Chair, Ladies and Gentlemen

MEMBER INDUCTION UPDATE

1.0 SUMMARY OF THE REPORT

1.1 To update Democratic Services Committee on the first six months of induction training and outline plans for the next phase, which is a continuation of the induction process, but covers subjects over and above those required by statute.

2.0 RECOMMENDATIONS that

2.1 Members note the contents of this report.

2.2 Regular reports on training attendance are scheduled to this Committee.

2.3 An evaluation of the responses to Training Needs Analyses are brought back to the Democratic Services Committee prior to any training being sourced.

2.4 A breakdown of individual members' attendance at training events is made available to the Political Leaders and members of the Democratic Services Committee on request.

2.5 Councillors be reminded by Democratic Services Committee that any training requested comes at a cost to the Authority, and that every effort should be made for them to attend whenever possible.

3.0 INTRODUCTION AND BACKGROUND

3.1 Following the Local Government Elections on the 4th May and 8th June 2017, newly elected Members were provided with a list of training dates for the first phase of the induction process.

- 3.2 These training sessions were put together to assist and support Councillors in the initial weeks. Whilst some of the training offered over the next 5 years will be discretionary, many of the first sessions were obligatory as it included training in respect of Member Code of Conduct, Standards and Ethics, role of councillors in Planning Committee and Data Protection.
- 3.3 At the end of this first phase, every Member attended their required obligatory training.
- 3.4 Other training offered during the first phase of induction included:
- Introduction to Scrutiny
 - Wellbeing and Future Generations (Wales) Act
 - Equalities, Welsh Language and Risk Management
 - Health and Safety (including the Authority's Lone Worker Facility)
 - Social Media
 - Licensing Committee
- 3.5 Including the obligatory sessions referred to above, a total of 34 training events were offered during the first six months which resulted in an overall attendance of 52%. A breakdown of individual Members' attendance at these induction sessions can be made available to the Political Leaders and also member of this Committee on request .
- 3.6 Historically, there has been poor attendance at training events and it is important that Members are made aware that any training requested is at a cost to the Authority and that every effort should be made to attend whenever possible.

4.0 NEXT STEPS

- 4.1 The next six months up until May 2018 will be a continuation of the induction training, but the events will include less mandatory training and more information on departmental issues that officers believe Councillors should be aware of.
- 4.2 These service issues are an essential part of the training process to ensure that Members are given the opportunity to have a continued overview of the wide range of services within the Authority and Democratic Services will continue to liaise with departments on these events throughout the 5 year term of office.
- 4.3 In early 2018 Members will be asked to complete an individual Training Needs analysis (TNA's) which will take us into the next phase of the training strategy. The TNAs will ask Members what training they would like to assist with their continued learning and development. This will help Members identify their key strengths, consider their continued development needs and what support may be required to meet their personal objectives and deliver the Council's corporate vision.
- 4.4 Following receipt and assessment of these TNA's, Democratic Services will bring back their analysis to the Democratic Services Committee prior to any training being sourced.

5.0 FINANCIAL IMPLICATION(S)

- 5.1 Much of the training available can be expensive and whilst there is a budget for member development, bringing the TNA assessment back to Democratic Services Committee will allow the Committee to prioritise the requests, some of which may not be able to be met initially and might have to be put on hold until a later date.

ANN TAYLOR
HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Member Induction Programme	May 2017	Democratic Services Department
Does the report contain any issue that may impact the Council's Constitution?		No

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DEMOCRATIC SERVICES COMMITTEE

Date Written	31 st October 2017
Report Author	Ann Taylor
Service Area	Democratic Services
Committee Date	27 th November 2017

To: Chair, Ladies and Gentlemen

SUPPORT AND FACILITIES PROVIDED TO ELECTED MEMBERS

1.0 SUMMARY OF THE REPORT

- 1.1 Provides an outline of the support and resources available to Councillors to assist them in their role as Elected Members and representatives of their Wards.
- 1.2 Gives background information on initiatives introduced in response to financial constraints, increased ICT usage and environmental responsibilities.

2.0 RECOMMENDATIONS that

- 2.1 Democratic Services Committee note the background leading up to the support currently in place.
- 2.2 A Task and Finish Group be established to consider the support and resources available to Councillors which will report back to Democratic Services with recommendations on potential new initiatives.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 When laptops were first purchased for Councillors around 2004, there was no specific budget for IT so the funding came from Members' Training Budget.

- 3.2 With the introduction of electronic access to committee papers in 2006, Full Council on 26th July resolved that a paper copy of a committee agenda would only be provided to elected members sitting on that particular committee.
- 3.3 In 2008 additional funding was made available in response to some Councillors' concerns over the fact that they needed printers which had never been supplied unless a specific request had been made. However, not all Councillors wanted a printer so again, they were not provided to everyone.
- 3.4 An initiative was brought in during 2009 as part of the efficiency review to reduce the number of printers to a minimum and if a service demanded otherwise, an individual business case was required. We introduced something similar for Councillors in that we would only supply printers where Councillors evidenced that they needed one.

4.0 CURRENT FACILITIES

- 4.1 The subject of environmental wellbeing influenced the decision to purchase iPads for the new term in 2017, hoping to encourage more paperless working with the portable IT equipment.
- 4.2 A printer has been provided in the Members' Library which all Councillors can access and Democratic Services will print off essential documents that cannot be accessed electronically. However, the old printers supplied to some Councillors in previous years will no longer work with the iPads because they do not have a Bluetooth facility.
- 4.3 A new App has been made available which allows committee members to make notes on electronic committee documents and negates the need to search through the website to find a meeting.
- 4.4 The majority of correspondence is sent electronically and mail is only posted out at the end of the week if a Councillor has not called in to pick up their correspondence in the meantime.
- 4.5 The following facilities are available for Councillors to use / book free of charge:
- Library area;
 - Lounge area with tea / coffee facilities
 - Conference rooms if Councillors wish to hold meetings / surgeries
 - An Opposition room for the main opposition party;
 - Leader's office
 - Cabinet Office
 - Mayor's Parlour
- 4.6 Support and advice is available from Democratic Services in relation to a wide range of subjects including:
- Councillor Salaries
 - Advertising surgeries and details on website

- Training Needs Assessments
- Committee meeting procedures
- General administrative / secretarial support
- Scrutiny procedures advice

5.0 FINANCIAL IMPLICATION(S)

5.1 There are no financial implications.

ANN TAYLOR
HEAD OF DEMOCRATIC SERVICES

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