



DEMOCRATIC SERVICES COMMITTEE

Date Written	9 th November 2020
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Service Area	Democratic Services
Committee Date	23 rd November 2020

To: Chair, Ladies and Gentlemen

MEMBER DEVELOPMENT

1.0 SUMMARY OF THE REPORT

- 1.1 To update members on the TNA's received giving members an opportunity to consider their continued development needs and to meet their personal objectives.

2.0 RECOMMENDATIONS that

- 2.1 Note the content of the report.
- 2.2 Democratic Services report back to the next Committee on training offered and attendance

3.0 INTRODUCTION AND BACKGROUND

- 3.1 One of the challenges Members face is finding time for learning and development whilst managing a workload and supporting their constituents.
- 3.2. In order to fulfil these requirements, Political Leaders have been liaising with their Members to discuss their personal development plans, with Democratic Services contacting Members who are not part of a political group. This will give Members an opportunity to review their roles 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 further support for their development.

4.0. Following the completion of the Personal Development Plans, Members have been asked to complete a Training Needs Analysis (TNA), through their Political Leaders, which categorises the training required on an individual basis and help Members to consider their continued development needs and what support may be required to meet their personal objectives and deliver the Council's corporate vision.

Members not part of a political group have been contacted separately by the Democratic Services Team on their individual requirements.

4.1. An assessment has been carried out on the TNA's received, and:

4.2 In total 33 forms were distributed either via their Political Leaders or the Democratic Services Team.

4.3 Approximately 94% were returned.

4.4 An overview of responses to the Training Needs Analysis can be found at Appendix 1.

4.5 It is suggested that the training sessions will be delivered by a mix of Officers (for council specific knowledge e.g. Planning, Finance, IT etc) and external facilitators (for the more generic or specialist skills based issues e.g. Charing Skills, Speedreading, Media and Social Skills etc).

4.6 In addition, the NHS is working with Authorities both directly and through the All Wales Academy E-Learning Network to develop the All Wales Academy Platform. Subject areas that will be available to Members are as follows and Democratic Services will keep Members updated on when these on-line courses will be available:

- Introduction to Local Government and Corporate Governance.
- Ethics, Standards and Code of Conduct
- Planning
- Charing Skills
- Effective Scrutiny
- Local Government Finance
- Social Media
- GDPR
- Welsh Language
- Introduction of Audit and Risk
- Corporate Parenting
- Public Speaking and working with the media
- Working with the community and casework
- Safeguarding

5.0 Also further development areas have been identified outside of the TNA's which will be assessed by the Democratic Services Team and appropriate training will be offered to Members if required. These include:

- Rules of Procedures for Committee Meetings, including Declarations of Interest.
- Future Meeting Protocols
- Development of the Modern.gov App.
- Effective Use of Members' Technology.
- Scrutiny Essential Development - Questioning, listening and negotiation skills.
- Constitutional Changes.
- Diversity within Communities.

6.0 FINANCIAL IMPLICATION(S)

6.1 Any costs associated with the training programme will be accounted for within the Members' training budget.

ELLIS COOPER
INTERIM CHIEF EXECUTIVE

COUNCILLOR ANDREW BARRY
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
TNA's received from Members	October / November 2020	Democratic Services
Does the report contain any issue that may impact the Council's Constitution?		