

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 22 July 2019
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Member Personal Development
Purpose of Report:	To seek the Committee's views on the content of the current Member Personal Development pro forma and to update Members on the undertaking of Member Personal Development interviews.
Report Owner:	Report of the Head of Democratic Services
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	This is an internal matter and, therefore, no consultation has been necessary
Policy Framework:	The Council's Corporate Plan 2016-2022 states that the Values set out in the Corporate Plan will be built into the Personal Development Review processes and Member Development Programme. This is designed to ensure that everyone understands their role and the importance of taking pride in our work, being open and working together to achieve the Council's ambitions.
Executive Summary:	
<ul style="list-style-type: none"> • The Local Government (Wales) Measure 2011 contains a requirement that Local Authorities have in place a facility whereby Members are offered the opportunity to have their training and development needs reviewed on an annual basis. • The training and development of Members is important to the Council and the constituents they service as it helps them to improve and to carry out their role as Councillor as effectively as possible. • The Committee's views on the content of the current Member Personal Development pro forma set out at Appendix A and to confirm whether the Committee considers it to be still fit for purpose. 	

Recommendations

1. That the Committee considers the current Member Personal Development pro forma and that it is still fit for purpose.
2. That the outcome of the Member Personal Development interviews undertaken be taken into account in delivery of the ongoing Member Development Programme.

Reason for Recommendations

1. To inform the Council's Member Development Programme.

1. Background

- 1.1 The Local Government (Wales) Measure 2011 contains a requirement that Local Authorities have in place a facility whereby Members are offered the opportunity to have their training and development needs reviewed on an annual basis. This requirement is accompanied by a provision that an opportunity exists for Members to have a pre-planned interview with a 'suitable qualified person'.
- 1.2 The Wales Audit Office (Overview and Scrutiny – Fit for the Future? July 2018) contains a proposal for improvement that “The Council should further consider the skills and training that scrutiny members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme.
- 1.3 Previous reports to the Committee relating Member Development addressed how the Council is reviewing its approach for the support, training and development opportunities provided to Elected Members. As described in the report on Member Support and Development Evaluation following the Welsh Local Government Association (WLGA) focus group work (April 2018), there are a number of actions which applied to the general development of Elected Member skills and competencies and these were then subsequently used as the basis for the proposals to develop a Member Competency Framework. Proposals for developing such a Framework were considered by the Committee at its meeting in September and November 2018 and subsequently progressed and ongoing under the six-monthly “Member Development Expo” events.

2. Key Issues for Consideration

- 2.1 The training and development of Members is important to the Council and the constituents they service as it helps them to improve and to carry out their role as Councillor as effectively as possible. Personal development puts the emphasis on broader skills, which are applicable to a wide range of situations such as decision making and creative thinking.
- 2.2 As the new Head of Democratic I am mindful that the current arrangements for Member Personal Development (PD) interviews has not be reviewed for 2 years. Therefore, I am seeking the Committee's views on the content of the current

Member PD pro forma set out at Appendix A and to confirm whether the Committee considers it to be still fit for purpose.

- 2.3** It is my intention during August to extend invitations to all Members an interview with me and the opportunity to review their personal training and development needs in line with the spirit of the 2011 Measure.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority. Requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of specific sessions within the Member Development Programme over the coming years.

4. Resources and Legal Considerations

Financial

- 4.1** The main implication will be in terms of officer time.

Employment

- 4.2** The main implication will be in terms of officer time.

Legal (Including Equalities)

- 4.3** As set out in the Local Government (Wales) Measure 2011 and alluded to above.

5. Background Papers

Member Development Strategy

Local Government (Wales) Measure 2011

Democratic Services Committee Reports: April and September 2018.



Vale of Glamorgan Council

Personal Development Plan 2019

It is important that Members of the Council have ownership of their own learning and development, and that learning activities they undertake match their needs and priorities, together with those of the Council.

In preparation for their Personal Development Interview, Members can start to identify their own needs by reflecting on their achievements in the past, and planning for what they would like to achieve in the future. Members can then identify the skills and knowledge they need to perform their role effectively, reflect on the skills and knowledge they already have and identify training needs to further enhance existing skills.

Personal Development Plans will be reviewed annually, when Members can review the development they have undertaken in the previous year.

Please complete this pro forma and bring it to the meeting. The form is confidential to you and the person who is conducting your review; except for the final sheet which will be used by the Head of Democratic Services for your Personal Development Plan and to prioritise activities for the Council's ongoing Member Development Programme.

Name of Member:
Date of Interview:
Date of 12 month Review:
Name of Interviewer:

Current role(s) and responsibilities (Please tick all that apply):

<input type="checkbox"/>	Executive / Cabinet Member
<input type="checkbox"/>	Scrutiny Member
<input type="checkbox"/>	Chairman
<input type="checkbox"/>	Vice-Chairman
<input type="checkbox"/>	Planning Committee Member
<input type="checkbox"/>	Licensing Committee Member
<input type="checkbox"/>	Other Committee(s) Member – please list
<input type="checkbox"/>	Joint Committees
<input type="checkbox"/>	Outside Bodies
<input type="checkbox"/>	Town / Community Council
<input type="checkbox"/>	School Governor
<input type="checkbox"/>	Mayor
<input type="checkbox"/>	Deputy Mayor

Other:

**What specific tasks do I need to achieve this year?
What do I plan to do? By when?**

What do I need to know about and be able to do to undertake my role and deliver my plans? (Your Role Description and the Member Development Strategy may help you here).

Which aspects of my role am I confident in?

Which aspects of my role am I less confident in?

What might prevent me from undertaking my role effectively?

(Consider any personal, organisational or political issues which might be a barrier to success)

What training / development have you received in the last 12 months?

Member Development Programme		Other
<input type="checkbox"/>	Market Place / Induction Event	
<input type="checkbox"/>	*Audit	
<input type="checkbox"/>	Corporate Parenting & Safeguarding	
<input type="checkbox"/>	Corporate Performance & Resources Scrutiny Committee	
<input type="checkbox"/>	Customer Relations Orientation	
<input type="checkbox"/>	Democratic Services Committee	
<input type="checkbox"/>	Environment & Regeneration Scrutiny Committee	
<input type="checkbox"/>	Equalities & Welsh Language	
<input type="checkbox"/>	Ethics & Standards (Code of Conduct)	
<input type="checkbox"/>	Finance	
<input type="checkbox"/>	*General Chairing Skills	
<input type="checkbox"/>	Healthy Living & Social Care Scrutiny Committee	
<input type="checkbox"/>	Homes & Safe Communities Scrutiny Committee	
<input type="checkbox"/>	Information Governance & Data Protection	
<input type="checkbox"/>	Introduction to Cabinet & Scrutiny	
<input type="checkbox"/>	Learning & Culture Scrutiny Committee	
<input type="checkbox"/>	*Licensing	
<input type="checkbox"/>	*Planning	
<input type="checkbox"/>	Questioning Skills	
<input type="checkbox"/>	*Scrutiny Chairing Skills	
<input type="checkbox"/>	Smart & Safe Working	
<input type="checkbox"/>	*Standards	
<input type="checkbox"/>	Treasury Management	
<input type="checkbox"/>	Voluntary Sector Joint Liaison Committee	
<input type="checkbox"/>	Wellbeing of Future Generations Act	

Bold – Mandatory Training

* Committee Member Specific

What have I learned and been able to achieve as a result of this learning and development?

Additional Learning and Development that would be useful to me:

How will I achieve this?

Skills (e.g. decision making, meeting management, chairing, questioning skills, mentoring, consultation etc).

Preferred Method of Development (e.g. workshops / development sessions, visits to other authorities, peer networking, seminars, e-learning)

Knowledge (e.g. the Code of Conduct, Planning, Equalities, Local Authority Finance, Scrutiny, Council policies).

Preferred Method of Development (e.g. workshops / development sessions, visits to other authorities, peer networking, seminars, e-learning)

--	--

Personal Action Plan Summary for 2019

Rated in order of importance.

<u>Area for Development?</u>	<u>How will I achieve this?</u>	<u>How will I measure my success?</u>
Areas from those identified above that you would like to address this year.	Your preferred method of development for this area, e.g. seminar.	What sort of things would you be expecting to be able to do or do differently as a result of this activity?
1		
2		
3		
4		