

To: Members of the Democratic
Services Committee

Date: 24 March 2017

Direct Dial: 01824 712589

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 31 MARCH 2017** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT ITEMS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972

4 MINUTES OF THE LAST MEETING (Pages 3 - 6)

To receive the minutes of the Democratic Services Committee meeting held on the 1 July 2016 (copy attached).

5 OUTSIDE BODIES (Pages 7 - 22)

To consider a report by the Head of Legal, HR and Democratic Services (copy attached) to seek Members' views on the advantages and disadvantages of the continued appointment of members to the outside bodies listed in Appendix 1 of the report.

6 ATTENDANCE PROTOCOL FOR ELECTED MEMBERS

To receive a verbal report by the Head of Legal, HR and Democratic Services.

7 CONDUCT OF BUSINESS AT COUNCIL MEETINGS

To receive a verbal report by the Head of Legal, HR and Democratic Services.

8 MEMBER TRAINING (Pages 23 - 34)

To consider a report by the Democratic Services Manager (copy attached) for the Committee to consider the post-election induction and training programme.

9 ICT FOR MEMBERS

To receive a verbal report by the Democratic Services Manager.

10 FORWARD WORK PLAN

To receive a verbal report by the Democratic Services Manager.

MEMBERSHIP

Councillors

Joan Butterfield
Bill Cowie
Stuart Davies
Martyn Holland
Gwyneth Kensler

Barry Mellor (Chair)
Bob Murray
Merfyn Parry
Arwel Roberts

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DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held in the Cabinet Room, County Hall, Ruthin on Friday, 1 July 2016 at 10.00 am.

PRESENT

Councillors Joan Butterfield, Bill Cowie, Martyn Holland, Barry Mellor (Chair) and Cefyn Williams

ALSO PRESENT

Councillor Barbara Smith (Lead Member for Modernisation and Housing), Lisa Jones (Legal Services Manager) and Steve Price (Democratic Services Manager)

1 APOLOGIES

An apology for absence was submitted by Councillor Arwel Roberts.

2 DECLARATION OF INTEREST

No declarations of interest were declared.

3 URGENT ITEMS AS AGREED BY THE CHAIR

No urgent items were raised.

4 APPOINTMENT OF VICE CHAIR

RESOLVED – that Councillor Bill Cowie be appointed as vice chair of the Committee for the ensuing year.

5 MINUTES OF THE LAST MEETING

Councillor Bill Cowie referred to item 6 – Local Government (Wales) Bill – on the proposals to reform Welsh local government's legislative framework. Councillor Cowie believed that the proposals to merge unitary authorities were an unnecessary distraction.

RESOLVED – that the minutes of the Democratic Services Committee's meeting held on the 22 January 2016 be confirmed as a correct record.

6 TRAINING AND DEVELOPMENT FOR ELECTED MEMBERS

A report on training and development for elected members (previously circulated) was introduced by the Democratic Services Manager (DSM).

The DSM reported that an internal departmental restructure had re-located the support arrangements for member training and development to the Democratic Services team. He outlined details of the current training programme including a visit by the WLGA later in the month to give a training session on effective Scrutiny and an indicative training programme for the new Council being elected in May 2017.

Councillor Barbara Smith (lead Cabinet member with responsibility for member training and development) advised the committee that the current training programme was being reviewed, and whilst it was acknowledged that the programme for the current Council would be winding down, there would be lessons taken to apply to the programme for the new Council with a series of meetings with officers to develop the programme.

Members discussed the following:

- Annual reports, amendments to the template used for annual reports and enabling members to include their own comments on their activities and training.
- Personal development reviews and plans would be available within the training and development programme for the new Council.
- Prospective candidates for the County Council should be made aware of the heavy demands on their time from Council and constituency duties and training. The Committee were in agreement that roadshows for candidates should be held and give an indication of the demands the role of county councillor would place.
- Candidates should also be made aware that good attendance at meetings and mandatory training was to be expected from all members.
- An information pack for potential candidates would be helpful.
- The importance and attendance levels at 'mandatory' training.

The Committee discussed the difficulties experienced by councillors in employment in getting time off from work in order to attend Council meetings or training. It was acknowledged that small businesses could find it difficult to release staff for Council duties but that more could be done to assist members in employment. In respect of some instances of poor attendance the Committee viewed the current statutory minimum requirement for members to attend only 1 meeting of the authority during a 6 month period as being too low.

RESOLVED – that the Committee:

- (i) Requests that clarification be sought on the availability and limit on leave for local authority duties;**
- (ii) Recommends to the National Assembly for Wales that the minimum number of local authority meetings a county or county borough councillor must attend in a 6 month period be raised; and**
- (iii) Supports the full attendance by members at any training sessions viewed as mandatory by the County Council.**

7 MEMBER ATTENDANCE

The Head of Legal, HR and Democratic Services submitted a report (previously circulated) regarding the ways in which changes could be made to the committee arrangements to attempt to improve member attendance.

The Legal Services Manager (LSM) reported that concerns had been raised by some elected members, officers and external regulators in respect of the levels of attendance by members at formal committees of the Council. Actions to improve attendance could include:

- Removing the bar on members of the Corporate Governance Committee being members of a Scrutiny Committee.
- Allowing the vice chair of Council to be on committees other than the Corporate Governance Committee. The LSM advised that the new version of the Council's Constitution currently being drafted could remove these two barriers to attendance.
- Allowing substitutions at committee meetings. The LSM reported that substitutes were not viewed as conducive to effective support or conduct of committee meetings and were therefore not being recommended.
- Changing the number of members or quorum of committees; these options were not being recommended.
- Reducing the size of the Planning Committee. The LSM informed the Committee that Denbighshire's Planning Committee was unusually large at 30 members and although a reduction was not currently being planned it could be considered in future.
- Changing the timing and location of meetings. A task and finish group of members would meet to consider this issue.

Members of the Committee endorsed the proposed changes to the Constitution outlined above. In respect of evening meetings suggestions from members included setting a time limit or finish time to each meeting so they would not continue late into the night.

Members also referred to the importance of effective meeting behaviours such as not simply repeating points made by other speakers and for members to be more disciplined in only speaking on issues that are important and relevant to the business being discussed. The Committee supported training on effective meeting skills, questioning skills and on chairing meetings.

RESOLVED – that the Committee endorses the approach to the options to improve member attendance at formal committees as outlined in paragraph 4.5 of the report.

8 DENBIGHSHIRE'S STYLE OF MINUTES

The Democratic Services Manager (DSM) submitted a report on Denbighshire's house style for minuting meetings (previously circulated).

The DSM reported that the Council had an agreed 'house style' for minutes which was reviewed in 2010 by a Democratic Arrangements Review Programme Board (comprised of the Leader and Group Leaders or their substitutes) which considered the recommendations on minute-writing styles put forward by a joint Member / Officer working group. The conclusions were subsequently circulated to all the Groups, who returned no comments. The style of minutes was agreed to follow these principles:

- Minutes were to be written in a clear and concise way, without using overly complex terminology and using plain English / Welsh.
- Minutes would focus on the main points raised at the meeting that were relevant to the item under discussion, and to the decision or recommendation being made.
- The minutes would not generally contain any incidental issues raised and this was expected to lead to a reduction in the length of the minutes. The benefits expected were that minutes would be easier to read and less costly to produce (minutes of Licensing applications and reviews would continue to be recorded comprehensively).
- Members would be able to ensure a comment was minuted and attributed to them on request at any meeting.

The Committee supported the adopted style of minutes and highlighted the ability of any member to have their contribution recorded in the minutes on request at the meeting. Members reported that this mechanism should be sufficient to resolve problems experienced by some members whose comments had not been recorded.

RESOLVED – That the Democratic Services Committee endorses the current house style of minutes for formal committees.

9 FORWARD WORK PLAN

The Democratic Services Manager queried which items the Committee would like to consider for its forward work programme.

RESOLVED – that a report on Candidates' Roadshows and the Training and Development Programme for the new Council from May 2017 be considered at the next meeting.

Report To: Democratic Services Committee

Date of Meeting: 31st March 2017

Lead Member / Officer: Gary Williams

Report Author: Head of Legal, HR and Democratic Services

Title: Outside Bodies

1. What is the report about?

The report is about the appointment of elected members to various outside bodies.

2. What is the reason for making this report?

To seek members' views on the advantages and disadvantages of the continued appointment of members to the outside bodies listed in Appendix 1

3. What are the Recommendations?

3.1 That the Committee consider and comment upon the advantages and disadvantages of the continued appointment of elected members to the outside bodies listed in Appendix 1

3.2 That the Committee considers the guidance given to members on outside bodies in Appendix 2

4. Report details

4.1 In 2012, Cabinet received a report on the appointment of elected members to outside bodies and was asked to determine which of the bodies then listed should continue to have appointments made to them. As a result of that exercise the appointment of members to some outside bodies was discontinued.

4.2 Appendix 1 to the report sets out the bodies that are currently listed as being those to which members have been appointed.

4.3 Some of these bodies are statutory in nature such as the Police and Crime Panel and the Fire and Rescue Service.

4.4 Following the election in May 2017 Cabinet will be asked to make new appointments to outside bodies and members are asked for their views as to which bodies the Council should continue to appoint to.

4.5 The purpose of this report is to seek members' views as to the value in continuing to appoint to these bodies. In particular members' views are sought on

whether there are bodies that members feel play an important part in helping the council to deliver its corporate priorities.

4.6 It is important to note that a member who is appointed by the Council to represent it on an outside body is entitled to count attendance at a meeting of that body as an attendance at a council meeting for the purposes of determining whether their attendance meets the statutory minimum for continuing to hold office.

4.7 Members who are appointed to an outside body are expected to claim any expenses associated with their activity on that body from the body itself. Where that body does not have a scheme of expenses the member may claim any expenses under the Council's scheme.

4.8 The other issue relevant to the appointment of members is the requirement for them to report back to the Council on their work with that body. It is proposed that members who are to be appointed to an outside body be required to attend training on being a member of an outside body and how to report back to the Council.

4.9 Appendix 2 to the report is the Protocol and Guidance for Elected Members appointed to Outside Bodies. This forms the basis of the information provided to members as part of their training in respect of their roles on outside bodies.

4.10 Members are asked to consider to what extent members who represent the Council on outside bodies should report back to the Council and the most appropriate mechanism for this. Appendix 3 contains a draft reporting template for members on outside bodies to adopt for the Committee's consideration.

5. How does the decision contribute to the Corporate Priorities?

There is no direct impact on corporate priorities other than that which the individual bodies may have as part of their operation.

6. What will it cost and how will it affect other services?

There are no direct costs other than the potential for some expenses to be paid for the members of some bodies. There will be some officer time required to train members and to administer any reporting requirements.

7. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report

There has been no impact assessment.

8. What consultations have been carried out with Scrutiny and others?

This is the first consultation with elected members in preparation for the new Council.

9. Chief Finance Officer Statement

There are no direct financial consequences as a result of this report.

10. What risks are there and is there anything we can do to reduce them?

There is a potential risk that members may be appointed to bodies which do not have any contribution to make to the Council's corporate priorities and that they be involved in meetings that affects their ability to undertake Council work. There is a risk that not having elected members on some outside bodies may reduce the Council's influence and or impair relationships with stakeholders

11. Power to make the Decision

No decision is required

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Full Name of Organisation		Councillors Appointed	Appointed	Contact Details
Bangor University Court	<i>Llys Prifysgol Bangor</i>	G Kensler [Plaid]	Cabinet 23/10/12	Dawn-Marie Owen, Registrar's Office, Bangor University, College Road, Bangor LL57 2DG [01248 382002]
Betsi Cadwaladr Community Health Council (Denbighshire Local Committee)	Cyngor Iechyd Cymunedol Betsi Cadwaladr (Pwyllgor Lleol Sir Ddinbych)	D Owens [Con], P Prendergast [Lab]	Delegated Decision 16/07/12, 01/02/14 & 01/03/14, 25/08/2016	Dylan Murphy BCCHC, Cartrefle, Cefn Road, Wrexham LL13 9NH
BCUHB Strategic Reference Group		J Chamberlain-Jones (Lab)	Delegated decision 29/09/15	Chris Wright (Director of Corporate Services) Ysbyty Gwynedd Penrhosgarnedd Bangor LL57 2PW 01248384384
Bodelwyddan Castle Trust [Trust]	<i>Ymddiriedolaeth Castell Bodelwyddan [Ymddiriedolaeth]</i>	H Jones [Plaid], D Simmons [Lab]	Cabinet 23/10/12	Dr Kevin Mason, Bodelwyddan Castle Trust, Bodelwyddan Castle, Bodelwyddan, Rhyl, Denbighshire LL18 5YA [01745 584060]
Brickfields Pond Local Nature Reserve Management Advisory Group	<i>Grŵp Rheoli Ymgynghorol Gwarchodfa Natur Leol Pwll Brickfields</i>	P Jones [Lab],	Cabinet 23/10/12	Brickfield Pond, Ffordd Derwen, Rhyl, Denbighshire LL18 4LE [01745 356 197]
Cadwyn Clwyd Cyfyngedig [Company Ltd by Guarantee]	<i>Cadwyn Clwyd Cyfyngedig [Cwmni Cyfyngedig trwy Warant]</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Cadwyn Clwyd, Llys Clwyd, Lon Parcwr Business Park, Ruthin LL15 1NJ [01824 705802]
Canolfan Seion (Denbigh Management Committee)	Canolfan Seion (Pwyllgor Rheoli Dinbych)	C Hughes [Lab]	Cabinet 23/10/12	Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01745 815897]
Clwyd Alyn Housing Association - Llys Marchan Residential Home Advisory Committee	<i>Cymdeithas Tai Clwyd Alyn—Pwyllgor Ymgynghorol Cartref Preswyl Llys Marchan</i>	B Feeley [Ind]	Cabinet 23/10/12	Simon Doherty Llys Marchan, Mwrog Street, Ruthin, Denbighshire, LL15 1LE [01824 705060]
Clwyd Leisure Ltd no longer in existence	Hamdden Clwyd Cyf.	Appointments withdrawn	Delegated Decision 12/03/12	Peter Lloyd (peter.lloyd@clwydleisure.co.uk) Clwyd Leisure Limited, 22 Parc Fforddlas, Rhyl, LL18 2QD
Clwyd Pension Fund	Cronfa Bensiwn Clwyd	H Jones [Plaid] with J Thompson-Hill [Con] substitute	Delegated Decision 02/07/12	Philip Latham, Clwyd Pension Fund, County Hall, Mold, Flintshire CH7 6NA
Clwydian Range AONB - Joint Committee	AHNE Bryniau Clwyd – Cydbwyllgor	H Jones [Plaid], H Evans [Ind]	Cabinet Nov 2013	Howard Sutcliffe, Countryside Services, Denbighshire County Council
Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB) Partnership		Stuart Davies (Ind), Martyn Holland (Con), Merfyn Parry (Ind) and substitute Cllr Rhys Hughes (Plaid)	Delegated Decision 05/05/15	Howard Sutcliffe, Countryside Services, Denbighshire County Council
Deeside and Yale College - Shadow Board	Coleg Glannau Dyfrdwy a Choleg Iâl – Bwrdd Cysgodi	R Hughes [Plaid]	Delegated Decision 11/07/12	Jo Tincello (jet@yale-wrexham.ac.uk) Yale College, Grove Park Road, Wrexham LL12 7AB
Deeside College Governing Body	Corff Llywodraethu Coleg Glannau Dyfrdwy	R Hughes [Plaid]	Delegated Decision 11/07/12	Bethan Lloyd-Jones (lloyd-b@deeside.ac.uk) Deeside College, Kelsterton Road, Connah's Quay, Flintshire CH5 4BR
Denbigh Lower Park Association	<i>Cymdeithas Parc Isaf Dinbych</i>	R Bartley [Ind], G Kensler [Plaid]	Cabinet 23/10/12	Medwyn Williams, 16 Ffordd Caledfryn, Denbigh, Denbighshire LL16 3JT
Denbighshire Care & Repair Agency - Strategic Business Planning Committee	<i>Asiantaeth Gofal a Thrawsio Sir Ddinbych – Pwyllgor Cynllunio Busnes Strategol</i>	C Williams [Plaid], W Mullen-James [Lab]	Cabinet 23/10/12, Delegated Decision 21/8/2014	Lynda Colwell, Agency Manager, Denbighshire Care & Repair, Unit A11, Trem Y Dyffryn, Colomendy Estate, Denbigh LL16 5TX
Denbighshire Community Chest Panel	<i>Panel Cist Gymunedol Sir Ddinbych</i>	G Kensler [Plaid], C Williams [Lab]	Cabinet 23/10/12	CommunityChest, c/o Denbighshire Voluntary Services Council, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1AF [01824
Denbighshire Enterprise Agency - no longer in existence	<i>Asiantaeth Mentrau Sir Ddinbych</i>	R Bartley [Ind], M Davies [Plaid], M Holland [Con], D Owens [Con],	Delegated Decision 15/12/12	Eirlys Evans (eevans@denbighbiz.co.uk) Clwydfro Business Centre, Lon Parcwr, Ruthin, Denbighshire LL15 1NJ [01824 705782]
Denbighshire Rural Development Plan Partnership	<i>Partneriaeth Cynllun Datblygu Gwledig Sir Ddinbych</i>	H Jones [Plaid], M Parry [Ind], C Williams [Plaid], E Williams [Plaid], + M	Cabinet 23/10/12	Amy D Selby 46 Clwyd Street, Ruthin, Denbighshire LL15 1HP [01824 708247]
European Centre for Training and Regional Co-operation [Trust]	<i>Canolfan Ewropeaidd ar gyfer Hyfforddi a Chydweithio Rhanbarthol [Ymddiriedolaeth]</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Sharon Thomas, Ectarc, Parade Street, Llangollen, Denbighshire LL20 8RB [01978 861514]

Heather & Hillforts Partnership Board	<i>Bwrdd Partneriaeth Grug a Bryngaerau</i>	T R Hughes [Plaid], M Holland [Con]	Cabinet 23/10/12	Fiona Gale, Denbighshire Countryside Services, Loggerheads Countryside Park, Denbighshire CH7 5LH
Joint Community Safety Partnerships - Strategic Group	<i>Cydbwyllgor Partneriaethau Diogelwch – Grŵp Strategol</i>	B Cowie [Ind], D Smith [Ind]	Cabinet 23/10/12	Sian Taylor, North Wales Police, Ffordd William MorganSt Asaph LL17 0HQ [07733012720]
Llandrillo College Governing Body [Now Local College Councils for Rhyl and Denbigh sites]	<i>Corff Llywodraethu Coleg Llandrillo [Cyngor Coleg Lleol ar gyfer safleoedd y Rhyl a Dinbych]</i>	B Mellor [Lab] for Rhyl LCC,	Cabinet 23/10/12	Caroline Williams, Coleg Llandrillo Rhos on Sea, Llandudno Road, Rhos on Sea, Colwyn Bay, LL28 4HZ [01758 701385 ext658]
Llangollen Silver Band	<i>Band Arian Llangollen</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Unable to establish contact information
Local Access Forum	<i>Fforwm Mynediad Lleol</i>	M Holland [Con]	Cabinet 23/10/12	Adrian Walls (adrian.walls@denbighshire.gov.uk) Caledfryn, Smithfield Road, Denbigh LL16 3RJ [01824 706871]
Marine Lake User Forum	<i>Fforwm Defnyddwyr Marine Lake</i>	A Roberts [Plaid] as named substitute	Cabinet 23/10/12	Betty Smith, 95 Ffordd Derwen, Rhyl, Denbighshire LL18 2NA [01745 354785]
Menter Iaith Sir Ddinbych	<i>Menter Iaith Sir Ddinbych</i>	H Jones [Plaid]	Cabinet 23/10/12	Iorwen Jones (iorwen@menterdinbych.org.uk), Menter Iaith Sir Ddinbych, Adeilad Diemwnt, 6 Heigad, Dinbych Sir Ddinbych LL16 3LE [01745812822]
Mersey Dee Alliance	<i>Cynghrair Merswy a Dyfrdwy</i>	H Evans [Ind], with J Thompson-Hill [Con]	Cabinet 23/10/12	Mersey Dee Alliance, c/o Cheshire West & Chester Council, 4 Civic Way, Ellesmere Port, Cheshire CH65 0BE [01513 566567]
North and Mid Wales Trunk Road Agency [Joint Committee]	<i>Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru [Cydbwyllgor]</i>	D Smith [Ind]	Delegated Decision 27/06/12	NMWTRA, Unit 7, Llys Onnen, Ffordd y Llyn, Parc Menai, Bangor, Gwynedd LL57 4DF
North Wales Economic Ambition Board	<i>Bwrdd Uchelgais Economaidd Gogledd Cymru</i>	H Evans [Ind]	Cabinet 17/07/12	Glesni Williams (glesni.williams@gwyneed.gov.uk) Human Resources, Council Offices, Caernarfon LL55 1SH [01286 679 701]
North Wales Economic Forum	<i>Fforwm Economaidd Gogledd Cymru</i>	H Evans [Ind]	Cabinet 23/10/12	Henry Roberts [01745 586247]
North Wales Fire Authority (Executive Panel) [Joint Committee]	<i>Awdurdod Tân Gogledd Cymru (Panel Gweithredol) [Cydbwyllgor]</i>	M Lloyd-Davies [Plaid],	Delegated Decision 27/06/12 (updated 19/07/12)	Alwen Davies, Ffordd Salesbury, St Asaph Business Park, Denbighshire LL17 0JJ
North Wales Fire Authority [Joint Committee]	<i>Awdurdod Tân Gogledd Cymru [Cydbwyllgor]</i>	M Lloyd-Davies [Plaid], Pete Prendergast [Lab], Martyn Holland (Con) and Bill Cowie (Ind)	Delegated Decision 27/06/12 (updated 19/07/12 and 14/05/14) David Simmons until 01/01/16 DD for P Prendergast 22/03/16 DD for MH & BC 19/05/16	Alwen Davies, Ffordd Salesbury, St Asaph Business Park, Denbighshire LL17 0JJ
North Wales International Music Festival	<i>Gŵyl Gerdd Rhyngwladol Gogledd Cymru</i>	M L Davies [Plaid] D Owens [Con]	Cabinet 23/10/12	Festival Office, Irish Square, Upper Denbigh Road, St Asaph LL17 0RL [01745 584508]
North Wales Police and Crime Panel	<i>Panel Heddlu a Throsedd Gogledd Cymru</i>	Brian Blakeley [Lab]	Delegated Decision 27/06/12 (B Cowie: continued from Police Authority); Council 9/7/2013; Council 12/5/2015	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Police Authority [Joint Committee] no longer in existence	<i>Awdurdod Heddlu Gogledd Cymru [Cydbwyllgor]</i>	B Cowie [Ind]	Delegated Decision 27/06/12	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Police Authority Joint Appointments Committee [Joint Committee] No longer in existence	<i>Cydbwyllgor Penodiadau Awdurdod Heddlu Gogledd Cymru [Cydbwyllgor]</i>	J Butterfield [Lab], S Davies [Ind]	Delegated Decision 27/06/12	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Psychiatric Fund (Ablett Fund)	<i>Cronfa Seiciatrig Gogledd Cymru (Cronfa Ablett)</i>	R Bartley [Ind]	Cabinet 23/10/12	Alan Banks [01824 728639]
North Wales Residual Waste Joint Committee [Joint Committee]	<i>Cydbwyllgor Gwastraff Gweddilliol Gogledd Cymru [Cydbwyllgor]</i>	E Williams [Plaid], D Smith [Ind]	Delegated Decision 27/06/12	Steffan Owen, County Hall, Mold CH7 6NA
North Wales Safer Communities Board	<i>Bwrdd Cymunedau Diogelach Gogledd Cymru</i>	D Smith [Ind]	Cabinet 23/10/12	Sian Taylor, North Wales Police, Ffordd William Morgan, St Asaph LL17 0HQ [07733012720]
Scala Prestatyn Ltd no longer in existence	<i>Scala Prestatyn Cyf.</i>		Delegated Decision 12/03/13	Chris Bond, Scala Prestatyn, 47 High Street, Prestatyn, Denbighshire LL19 9AH [01745 850197]

St Kentigern Hospice, St Asaph [Trust]	<i>Hosbis Sant Kentigern, Llanelwy [Ymddiriedolaeth]</i>	D Owens [Con] with A Jones [Ind] as named substitute	Cabinet 23/10/12	Upper Denbigh Road, St Asaph LL17 0RS [01745 585221]
Taith Joint Committee [Joint Committee] no longer in existence	Cydbwyllgor Taith [Cydbwyllgor]	D Smith [Ind], H Hilditch-Roberts [Ind]	Delegated Decision 27/06/12	Lynda Hughes, Taith Office, Flint Station, Market Square, Flint CH6 5NW
Third Sector Liaison Group	<i>Grŵp Cyswilt Trydydd Sector</i>	B Feeley [Ind], H Irving [Con]	Cabinet 23/10/12	Suzanne Mollison, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01824 702441]
Tourism Partnership North Wales	<i>Partneriaeth Twristiaeth Gogledd Cymru</i>	H Jones [Plaid]	Cabinet 23/10/12	Sian Williams, Suite 6, Carlton Court, 56 Ffordd William Morgan, St. Asaph Business Park LL17 0JG [01745585440]
Upper Denbigh Community Partnership, Management Committee	<i>Partneriaeth Cymuned Dinbych Uchaf, Pwyllgor Rheoli</i>	G Lloyd Williams [Lab], C Hughes [Lab]	Cabinet 23/10/12	Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01745 815897]
Valuation Tribunal for Wales, North Wales Region - Joint Appointing Panel	<i>Tribiwnlys Prisio Cymru, Rhanbarth Gogledd Cymru – Cyd Banel Penodi</i>	Cefyn Williams [Plaid]	Delegated Decision 20/09/2013	Gillian Kind [gillian.kind@vtw.gsi.gov.uk]
Welsh Joint Education Committee	Cydbwyllgor Addysg Cymraeg	E Williams [Plaid]	Delegated Decision 06/07/12	Gareth Pierce (gareth.pierce@wjec.gov.uk) WJEC, 45 Western Avenue, Cardiff CF5 2YX
Welsh Local Government Association - Co-Ordinating Committee	Cymdeithas Llywodraeth Leol Cymru – Pwyllgor Cydlyn	H Evans [Ind]	Delegated Decision 20/06/12	Lorraine D'Agnilli (loraine.dagnilli@wlga.gov.uk) WLGA, Local Government House, Drake Walk, Cardiff CF10 4LG
Welsh Local Government Association - Council	Cymdeithas Llywodraeth Leol Cymru – Cyngor	H Evans [Ind], J Thompson-Hill [Con]	Delegated Decision 20/06/12	Lorraine D'Agnilli (loraine.dagnilli@wlga.gov.uk) WLGA, Local Government House, Drake Walk, Cardiff CF10 4LG

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18.9 Protocol and Guidance for Elected Members appointed to Outside Bodies

This guide is intended to give a general overview of issues that affect Elected Members who are involved in outside bodies, whether or not their membership arises from an appointment by the Council. Whilst it is not possible to provide a comprehensive guide to all possible situations, the Head of Legal, HR and Democratic Services and his staff will be able to offer specific advice where necessary.

In some cases, the persons appointed will be the Council representative in that they will be expected to bring knowledge and expertise of the Council Services and to represent the Council's views at meetings. However, there are a number of cases, for example if you are a trustee or company director, where you must look after that particular bodies' interests and to further their aims, not the Councils.

In all cases Members should:-

- Operate within the rules and/or constitution of the outside body
- Report back, where appropriate, to the Council or relevant committee
- Behave ethically and follow the Council's code of conduct where it applies
- Take an active and informed role in the affairs of the outside body

There are a number of types of outside bodies in which Councillors may become involved, either independently or, as a representative appointed by the Council. Some of the most common examples are

- A Public Authority
- Charitable trust
- Company limited by shares
- Company limited by guarantee
- Unincorporated association

The structure for each type of organisation, the management and the rules which govern them vary considerably. The following table shows how each type may be set up and managed.

Legal Status of the organisation	Governing Document	Management	Possible member involvement	Common types of organisation
A public authority	Constitution usually based on legislation	Authority	Member	National Parks Authority Fire & Rescue Authority
Charitable Trust	Trust Deed	Trustee meetings	Trustee	Playing field trusts
Company limited by guarantee	Memorandum and Articles	a) Board of Directors b) Meetings of members	Director	Charitable organisations, stock transfer housing companies, community associations
Company limited by shares	Memorandum and Articles	a) Board of Directors b) Meetings of shareholders	Director	Commercial organisations (e.g. joint ventures or companies providing contractual services)
Unincorporated association	Constitution	Management Committee Members meeting	Management Committee member	Community associations

In carrying out their duties as a Trustee, Director or Management Committee Member, Councillors must take decisions without being influenced by the fact that they are a Councillor. Their primary duty in acting as a representative making decisions for the outside body is to make those decisions in the interests of the organisation. However, Councillors should always ensure that their fellow directors/trustees are aware of the fact that they are Councillors.

Main Duties

The following are the main legal duties of directors of companies. Most of these obligations also apply to trustees and members of committees and associations.

Acting in Good Faith

A director's primary duty is to act in good faith, in the best interests of the organisation and its objects. All directors owe a fiduciary duty to their company, which means they owe loyalty to the company and a duty of care to act in the best interests of the company, having regard to the interests of the members or shareholders of the company, the company's employees and creditors.

Care, Diligence and Skill

Directors must exercise the same degree of care which ordinary people might expect to take on their own behalf, although they need exercise no greater skill than may reasonably be expected from persons of similar knowledge and experience.

Although directors are not bound to attend all meetings of directors, attendance should be as frequent as possible and directors should ensure that they are reasonably informed at all times. Directors should not take a passing, or passive interest in the company's financial and other affairs - they are obliged to take an active and enquiring interest in the company.

Certain duties must be performed by officials, and a Board of Directors who have made sensible arrangements authorising others to act on their behalf are entitled to trust those officials to perform their duties honestly. From time to time directors should take steps to ensure that delegated responsibilities are properly performed.

Honesty

Directors must exercise their powers for proper purposes only. They must not allow personal interests to conflict with those of the organisation.

Where a director is directly or indirectly interested in a contract or a proposed contract with the organisation, the director is legally bound by the Companies Acts to declare the nature of the interest at a meeting of the Board of Directors.

All company property in the hands of the directors or under their control must be used for the purpose of the organisation. It is improper for any director to make profit out of a transaction of the organisation or to accept financial inducements.

Not to Exceed Powers

Directors are under a duty to see that they do not act beyond the powers of the organisation. They must ensure that they do not act beyond the powers conferred on them by the Memorandum of Association or constitution. They must not act illegally.

Financial Responsibility

Directors are under a duty to ensure that the company operates within the limits of its financial resources, actual and expected. Despite the limited liability of a company, directors can incur **personal responsibility** for its debts and obligations in certain circumstances.

Directors can also be held **personally liable** if they have allowed a company to operate, or continue to operate, where there was no reasonable prospect that it could and would pay its debts, and these are left unpaid after the liquidation of the company.

It follows that Directors must be extremely scrupulous in the attention they pay to their company's present and future liquidity, and ensuring that their concerns and actions are minuted.

Compliance with the Companies Acts

Directors also have a duty to ensure that the company complies with the requirements of the Companies Acts, although they will normally look to the Company Secretary to ensure compliance.

An organisation's constitution generally says little about how the Board of Directors should run the organisation. In general, a company's Memorandum and Articles of Association will state the objectives of the organisation in the broadest terms and will provide rules for the appointment and periodic re-election of the Board of Directors. The actual responsibility for the running of the organisation is in the hands of the Board and Directors must take appropriate steps to ensure good management of their companies.

Trustees

If you are appointed as a trustee of a charity then the duties of trustees are generally the same as for a director but in addition you must make sure the trust acts in accordance with the aims and objectives of the trust and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

Liability Issues

In cases where Councillors act in a decision-making capacity specifically in connection with the business of the outside organisation as opposed to merely exercising their role as a representative of the Council, then they will probably be regarded as serving the particular body rather than the Council. In these circumstances, the Council and its insurers may not have agreed to provide an indemnity against claims brought against them personally. Where there is any possibility of legal liability therefore, the outside organisation should provide the appropriate insurance cover for its directors, company officers, committee members etc.

The Council's insurance cover will extend to Councillors assisting outside organisations as advisers or observers, either facilitating exchanges of views or information as an extension of their Council duties or otherwise representing the Council, but the Council's insurance cover does not extend to indemnify Councillors and officials who serve in an executive capacity on an outside body. Councillors and Officers should be clear that if they serve on an outside body as decision makers, they do so in a personal capacity. Outside bodies on which Councillors serve, therefore should provide their own insurance cover.

All those organisations seeking Denbighshire County Council to make appointments will be asked to provide evidence of the level of indemnity provided for its members. Upon commencing their duties on behalf of the organisation, each Councillor should ask the organisation to provide confirmation of the validity of their indemnity arrangements.

Conflicts of Interests

Where Councillors serve as members or directors for outside bodies, it is inevitable that conflicts will arise, from time to time, between the duties they owe to the outside body and the duties they owe to the Council. Conflicting interests should be declared on every occasion. It will be a matter for the individual judgement of the Councillor as to whether he or she participates in discussion of, and votes on, the particular item of business, whether at the meeting of the outside body or a Council committee.

Decisions will be required to be made in accordance with the Code of Conduct and the rules applicable to the outside body and, where appropriate, advice should be sought and obtained from appropriate Council officials.

Provided Members are sensitive to the possibility of conflict of interest, there is no reason why they should not express a 'Council' view when acting on an outside body. However, they should make clear that they do not represent the Council on the outside body, and so cannot bind the Council by what they say. In many cases Members will be able to act as valuable links between outside bodies and the Council.

Members' Code of Conduct

When outside bodies consider issues related to your Council or where you may have a personal interest in relation to the body's activities, these need to be declared in line with the rules of the outside body and the Members Code of Conduct. The specific rules adopted by each body will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

When the Council considers issues relating to or affecting the outside body to which you have been appointed as Council representative you must declare your personal interest in the matter in accordance with the Members' Code of Conduct. If this is your only interest then it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration. You will also need to ensure details of your appointment are included on the Register of interests kept by the Monitoring Officer.

Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep that confidential and check with the relevant officer, whether or not it is something which is already in the public domain or which may be disclosed.

The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will also be a breach of the Members Code of Conduct.

Where you act as a representative of the Council on an outside body, you must comply with the Code of Conduct of that body, if it has one. If it does not, you must comply with the Members' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the outside body).

Under the Code you must not:

- disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are required by law to do so;

- prevent another person from gaining access to information to which that person is entitled by law.

Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage for you or any other person.

Registering Interests

Under the Council's Code of Conduct, Councillors are required to register their financial interests and other interests in the Council's Register of Interests within 28 days of their election or appointment. They must also notify the Council's Monitoring Officer, in writing, of changes to these details within 28 days of any such change.

Checklist for Councillors Appointed to Outside Bodies

Prior to commencing any duties relevant to the membership of an outside body organisation, Councillors need to ensure that they follow a number of steps:

- Members should ensure that prior to accepting any invitations by outside body organisations to attend their meetings and act on their behalf, that they have firstly been properly appointed on behalf of the Council.
- Members attending a meeting of an outside body organisation for the first time should ensure that they are provided by the organisation with details of the following:-
 - The purpose of the organisation, a copy of its constitution and its terms of reference.
 - A summary of the organisation's role as an employer, as a property holder and as the body responsible for the finances of the organisation.
 - The expected role of the elected Member on the organisation and the extent of their personal liability.
 - Confirmation of the detail and validity of the organisation's insurance and indemnity arrangements to protect Members acting on its behalf.
 - Details of the dates, venue and frequency of meetings which they will be invited or expected to attend.
 - Correspondence and contact details for any queries regarding the organisation and Member's roles.

**DRAFT
DENBIGHSHIRE COUNTY COUNCIL**

ANNUAL REPORT – COUNCIL REPRESENTATIVE’S ON OUTSIDE BODIES

20 /20

Name(s) of Representative(s):			
Name of Organisation:			
No. of Meetings Held:		No. of Meetings Attended	
Please give a brief description of the purpose/aims of the Organisation:			
Please give details of the key activities/achievement/outcomes during the year:			
Do you wish to continue as the Council’s representative:			
Any other comments:			

Please return this form byto

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Report To: Democratic Services Committee
Date of Meeting: 31st March 2017
Lead Member / Officer: Councillor Barbara Smith / Steve Price
Report Author: Democratic Services Manager
Title: Member Training and Development

1. What is the report about?

The report is about the training and development programme for the new Council following the local authority elections on the 4 May 2017.

2. What is the reason for making this report?

To seek the Committee's views on the contents and direction of the training and development Programme.

3. What are the Recommendations?

That the Committee consider and comments on the Member Training and Development Programme (attached as Appendix 1) and on mandatory training.

4. Report details

Background

- 4.1 Information reported to full Council previously indicates that at the beginning of the 2008 Council term new members had felt that the training programme available to them had been inadequate. The programme for the 2012 Council term was more comprehensive and prioritised key sessions at the beginning of the programme. The front-loading of the training programme in the first weeks and months after the May 2012 elections led to repeated comments from members that the programme had been too intensive over that period. Feedback from members who attended the sessions had been very positive but overall attendance was deemed to be very poor. Some sessions were arranged but then cancelled because of poor take-up.

Mandatory Training

- 4.2 Mandatory training - training that the Council itself stipulates each councillor (or each councillor undertaking a particular role) must attend – in 2012 was determined to be for the code of conduct; finance; the constitution; safeguarding / corporate parenting and licensing and planning for members of those committees.
- 4.3 In September 2014 Council again considered mandatory training and resolved that:

- *the following ‘Generic’ mandatory training be attended by all members:*
 - *Code of Conduct*
 - *Safeguarding / Corporate Parenting / Child Protection*
 - *Finance*
 - *Equalities*
 - *Induction (structure of Council, Constitution and Data Protection).*

- *the following role specific mandatory training, over and above the generic mandatory training must be attended by various committee members, with all members welcome to attend if of interest.*
 - *Chairing skills (for Chairs and Vice-Chairs of all Committees)*
 - *Scrutiny (Chairing)*
 - *Group Leaders*
 - *Cabinet (to include public speaking and talking to the media)*
 - *Planning Committee*
 - *Licensing Committee*

4.4 To date, Council has not attached sanctions for non-attendance at mandatory training (other than the expectation that members of the Planning or Licensing Committees would not vote on planning or licensing issues if they had not undertaken the required training).

2017 – 2022 Training and Development Programme

4.5 The current draft version of the Programme is attached as Appendix 1 for the Committee’s comments and any recommendations. The induction and key early parts of the programme will be delivered according to the final version of the Programme following the consultations with members and officers. A series of public roadshows for potential candidates were held in January and February 2017 as part of the process of preparing new and returning members. The new Council will be asked to review the 5 year Programme later this year.

4.6 As reported to members at the March 2017 Council Briefing the new programme will include e-learning modules for members, enabling training and briefings to be undertaken at times and locations of the members’ choosing. Some of these modules may supplement conventional sessions where appropriate.

Personal Development Reviews

4.7 The Local Government (Wales) Measure 2011 requires that a Personal Development Review (PDR) be made available to each councillor. A PDR is a way for a member and the Council to mutually assess a member’s personal development needs. The review would be set within the context of the role of the member, their aspirations for what they hope to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and

development received by the member over the previous year (or a shorter period if the councillor has been recently elected).

- 4.8 A PDR is not a Performance Appraisal but intended to be a means of supporting and developing members. Members are not obliged to undertake a PDR but the opportunity will be offered to each councillor during 2017.

5. How does the decision contribute to the Corporate Priorities?

There is no direct impact on corporate priorities but the equipping elected members with the knowledge and skills to undertake their roles will impact upon the Council's performance and priorities throughout the term of the next Council.

6. What will it cost and how will it affect other services?

Costs will be primarily be officer time as the majority of training will be provided in-house or through regional or national e-learning modules. Some topics will warrant external facilitation or resources and some externally-hosted seminars, conferences and training events for members will have fees.

The costs have not been estimated at present as they will depend on the scope of the final Programme and on the Council's needs over the 5 year term. Any costs will be contained within the allocated budget for member training and development.

7. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report

An impact assessment is not required for this report as it does not propose new policies or activities. The Social Services and Well-being (Wales) Act and the Well-being of Future Generations Act will form part of the training Programme.

8. What consultations have been carried out with Scrutiny and others?

The Member Training and Development Programme has been developed in consultation with portfolio holder Councillor Barbara Smith and an earlier draft of the attached Programme was considered by elected members at a Council Briefing session on the 6 March 2017.

Members were supportive of the aims and objectives of the Training and Development Programme and discussed issues around mandatory training and e-learning.

Officers from across the Council's services have, and continue to be involved in, the development of the Programme.

9. Chief Finance Officer Statement

Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

There are a variety of roles an elected member may undertake which may require skills and knowledge that can be acquired, developed or refreshed through an on-going programme of training and development. There are risks to the Council and to individual members if the Council does not provide, or members do not undertake, suitable training.

11. Power to make the Decision

No decision is required but the Local Government (Wales) Measure 2011 requires every local authority to secure the provision of reasonable training and development opportunities for its members.

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

Dates & Timescales	Topic	Audience	Delivery Method	Training Materials / Course Contents	Organiser or Contact
Week One of New Council					
8 May – 12 May 2017	ICT induction & equipment handover	All members starting with new councillors	2 hour appointments for new councillors followed by 1 hour appointments with returned members.	1:1 tuition and handover.	Jane Griffiths / Sara Griffiths
9 May 2017	Acceptance of Office & Initial Code of Conduct training	All members	1:1 open appointments with the Monitoring Officer	N/A	Gary Williams
10 May 2017	Introduction to the Council, and corporate governance.	All members	Mohammed Mehmet, Gary Williams	Presentations by Mohammed and Gary	Democratic Services
	“Market Place” Introduction to service areas	All members	CET, SLT and / or nominated representatives	Delivery materials not required but Services may wish to prepare information on key issues	Individual Services / Democratic Services
11 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
First 6 months					
16 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services.	Gary Williams / Lisa Jones

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

				E-learning module in production.	
21 June 2017	Corporate Safeguarding Training for Corporate Governance Committee	Corporate Governance Committee members	Committee meeting of the 21 June being used for the training session.	Presentation of the Corporate Safeguarding Progress Report & training on relevant issues	Nicola Stubbins
21 June 2017 (tbc)	Audit and Treasury Management (for the Corporate Governance Committee)	Corporate Governance Committee members	Richard Weigh / Lisa Lovegrove / Gary Williams	An in-house session (national workshop materials available)	Richard Weigh / Lisa Lovegrove / Gary Williams
July / September 2017	Induction on the Economic and Community Ambition Strategy 2013 – 2023	All members	Economic & Business Development Team	Presented by the EBD Team	Mike Horricks / Graham Boase / Rebecca Maxwell
1 st 6 months	Social Services and Well-being (Wales) Act	All members	To be confirmed by Nicola / Phil	E learning module (employee section) available now and also local materials	Community Support Services AWA (E-learning)
2 nd 6 months	Performance Management including the Wellbeing of Future Generations Act & Impact Assessments	All Members	Workshop - Appropriate senior officers and experienced members. And e learning	Related to the Performance Management Framework, Verto, risk management, and the FGA and impact assessments. WLGA E learning available now on AWA. Strategic Planning Team materials WLGA workshop materials available from Democratic Services.	Emma Horan / Iolo McGregor AWA (E-learning)

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

1 st 6 months	Introduction to equalities	All members	Presentation or Workshop and e- learning	Available now on AWA e-learning (Governors module)	Strategic Planning Team: Emma Horan / Iolo McGregor AWA (E-learning)
1 st 6 months	Corporate Safeguarding	All members	To be confirmed by the Corporate Safeguarding Group.	Available now on e-learning (AWA) (Employee section). SSIA councillor workbooks available from Democratic Services and e learning materials expected. Denbighshire specific e-learning (Liz Grieve).	Nicola Stubbins, Liz Grieve, Roger Ellerton AWA (E-learning)
1 st 6 months	Data Management and FOI	All members	Presentation or workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness (DCC section) and Freedom of Information (councillor section)	Gary Williams / Lisa Jones / Craig Berry AWA (E-learning)
1 st 6 months	Corporate Parenting	All members	To be confirmed by Nicola / Phil	Information from Nicola / Phil. SSIA councillor workbook available from Democratic Services and e learning to follow	Community Support Services AWA (E-learning)
1 st 6 months	Finance	All members	Richard Weigh 'Budget Workshop' / e-learning	Presentation / workshop coordinated by Richard Weigh / Finance	Richard Weigh / Steve Gadd AWA (E-learning)

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

'Prior to first meeting' sessions could be stand-alone sessions or short introductory sessions before the start of the first meeting of the committee.					
26 May 2017 tbc	Licensing Committee	Licensing Committee members	An initial session by external trainer James Button is being planned followed by refresher sessions facilitated in-house	Provided by James Button for first session.	Ian Millington / Alison Lessels / Democratic Services
Prior to first meeting (first meeting scheduled for 14 June)	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory. National materials commissioned by WLGA available and resources through Positive planning advisory group expected in March 2017.	Planning & Public Protection WLGA
Prior to first meeting (first meeting scheduled for 30 June)	Standards Committee	Standards Committee members	Gary Williams / Lisa Jones	Information and materials from the Monitoring Officers' group.	Gary Williams / Lisa Jones
Prior to first scrutiny meetings	The Role of Scrutiny	All members	Steve Price / Rhian Evans	A DCC-specific introductory session on the role, powers and structure of Scrutiny in Denbighshire	Steve Price / Rhian Evans AWA (E-learning)
Prior to participating	Appointments, appeals and interview skills	Panel members	Pre-panel meeting training for the panel members.		Catrin Roberts

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

Further Training for 2017					
3 October 2017	Media Training	Cabinet Members (with SLT)	Session to be held in conference room 1a, County Hall	Customers, Communications & marketing to arrange	Liz Grieve / Jacqui Pendleton
5 October 2017					
17/18 October 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	Sarah Titcombe (WLGA)
3 November 2017	WLGA regional workshop: New Councillors New Challenges. Conwy Business Centre	All new members	To include: <ul style="list-style-type: none"> • Cabinet Secretary Mark Drakeford AM • Future Generations Commissioner Sophie Howe • WLGA Chief Executive Steve Thomas • Sessions on: <ul style="list-style-type: none"> ○ Key Behaviours for Successful Councillors. ○ Digital Councillors 		WLGA
7/8 November 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy		Delivered by the WLGA
12/13 December 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy		Delivered by the WLGA
Late 2017	Effective Scrutiny & Questioning Skills	Scrutiny Members	WLGA		WLGA materials

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

2018					
Date tbc	Chairing Skills (meeting management)	All chairs	External facilitators E learning	To include generic chairing skills and specific committees e.g. Scrutiny / quasi-judicial / Cabinet <i>These could be held as separate sessions.</i> E learning available now on AWA	Democratic Services to commission external facilitators. AWA (E-learning)
Date tbc	Community Leadership and Casework	All members	Senior councillor with officer support (tbc) e-learning. External facilitators.	The effective ward councillor e learning module in production for AWA.	Democratic Services AWA (E-learning)
Date tbc	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators. Generic leadership workshops available through Academi Wales	Democratic Services to commission external facilitators. Academi Wales
Date tbc	Social Media	All members	Liz Grieve & the Communications Team	E learning to be created Update of Social media handbook in drafting by WLGA	Liz Grieve / Jacqui Pendleton AWA (E-learning)
Further or Repeat Sessions					
4 dates to be confirmed for the 2017/18 Council year	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Assume continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory.	Planning & Public Protection

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MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

Dates tbc	Licensing Committee	Licensing Committee	Licensing Committee members	Ian Millington / Alison Lessels and / or consultant James Button	Ian Millington / Alison Lessels
Dates tbc	Members' Code of Conduct / Ethics	All members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
Future Training					
Date tbc	Housing Strategy	All members	Tbc. Requested by the Performance Scrutiny Committee in March 2017.	Tbc	Graham Boase
Date tbc	Gypsy & Traveller Cultural Awareness and Equalities	All members	Tbc	Likely to include statutory obligations, awareness of equality legislation.	Kim Waller / Angela Loftus
Date tbc	Wellbeing of Future Generations Act & Impact Assessments	All members	Periodic training as requested by Partnerships Scrutiny in March 2017.	Tbc	Emma Horan

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