

Report to	Democratic Services Committee
Date of meeting	30 September 2022
Lead Member / Officer	Councillor Julie Matthews / Steve Price
Report author	Democratic Services Manager
Title	Member Training and Development

1. What is the report about?

1.1. This report provides updates and information on the post-election induction and training; and on member training and development generally.

2. What is the reason for making this report?

2.1 To inform the Committee and seek the Committee's views on the contents and direction of the training and development programme. The Committee's views and recommendations will be reported to full Council in order for Council to determine the future arrangements for member training and development.

3. What are the Recommendations?

3.1. That the Committee considers and recommendations to Council on the member training and development programme.

4. Report details

Post-Election Induction

4.1. A programme of member inductions, training and development commenced immediately after the Council elections in May. The sessions delivered to date have included the induction of new and returning members by covering members' ICT provision, familiarisation with services and to undertake certain

roles as members (for example training on the Code of Conduct, to sit on the Planning Committee or acting as a 'corporate parent').

E-Learning

4.2 The development of a e-learning resources for members has been coordinated nationally by a Member Support Officer Network in conjunction with the Welsh Local Government Association. A national e-learning platform has been developed for local authority use.

4.3 E-learning has not previously been available to members because of a number of problems relating to the suitability of the e-learning platform, the availability of updated modules and compatibility with the mobile devices used during the last Council. The e-learning modules now available are:

1. Chair Meetings Effectively
2. Community Leadership and Casework
3. Corporate Governance
4. Corporate Parenting
5. Effective Scrutiny
6. Equality & Diversity
7. Ethics & Standards
8. Governance, audit and Risk Management
9. Introduction to Licensing
10. Introduction to Planning
11. Local Government Finance
12. Planning for Planning Committee Members
13. Public Speaking and Working with the Media
14. Social Media Awareness
15. Social Services and Well-being (Wales) Act 2014
16. Well-being of Future Generations (Wales) Act 2015
17. Welsh Language Standards

Mandatory Training

4.4 In 2018 Council decided that the following would be mandatory training courses:

- Code of Conduct - once a term
- Planning – two training events each year (for Planning Committee Members)
- Licensing - two training events each year (for Licensing Committee Members)
- Data Protection and GDPR – annual training amended to once a term
- Local Government Finance - once a term
- Safeguarding - once a term.
- Corporate Parenting – once a term

Personal Development Reviews

4.5 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.

4.6 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.

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

5.1 This report does not directly contribute to the Corporate Priorities though appropriately trained and supported elected members will contribute to the

Council's performance at strategic, policy development and decision-taking levels.

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

6.1 The majority of the training plan is provided by the Council's officers. This does not require extra funding but does require officer time and that will be a factor in the size and complexity of the training programme that can be delivered. For some training areas external facilitation is required which would need to be contained within the member training budget.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An assessment is not required for this report.

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

8.1 Member training and development issues are reported to the Democratic Services Committee and full Council.

9. Chief Finance Officer Statement

9.1 A Statement is not required for this report.

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

10.1 Training and development is intended to equip members and co-opted members with the skills and knowledge required for the different roles of the modern councillor and lay member. Without appropriate training and development there is also a greater risk of successful challenges to decisions and of complaints.

11. Power to make the decision

11.1 Local Government (Wales) Measure 2011