

**REPORT TO: Standards Committee**

**REPORT BY: Deputy Monitoring Officer**

**DATE:**

**SUBJECT: CHAIRING SKILLS EVENT**

## **1. PURPOSE OF REPORT**

To provide Members with an information report on the recent training event for Chairs and Vice Chairs of Town and Community Councils.

## **2. BACKGROUND**

This training event was delivered on the 16<sup>th</sup> May 2013 by Julia Wright Associates at County Hall, Ruthin. The contents of the half day session included the following topics:

- Why do we have meetings?
- Preparing for meetings.
- Planning an Informal Meeting
- Three Key Elements of Success
- Problems with Meetings
- Stimulating discussions
- Conflict in meetings
- Procedure at a Formal Meeting
- Ground rules for Informal Meetings
- How do groups behave?

The event was well attended by 20 members and was extremely participative with opportunities to share practice and reflect on attendee's own Council's processes. Feedback was very positive overall with the majority of scores received on feedback sheets confirming the event was very good or excellent. Additional commentary confirmed the course was well run and gave Chairs or prospective Chairs the confidence to chair both informal and formal meetings. Anecdotally Members felt they benefited from having an open discussion about what worked well, what didn't and learning from each other's approaches, particularly when dealing with conflict or high profile matters.

The group felt that this would be an excellent event to run on an annual basis from here on, with the event timed to take place after all Town and Community Councils had appointed a new Chair and Vice Chair; possible running an event in or around late June or early July, but before the August recess.

The areas that the group attending would like to see in place if the course is re-run, is a welsh translator and given the number of attendees to allow a longer timeframe for the session, to enable matters to be discussed in more detail. Some members of the group suggested more practical scenarios would be of use.

### **3 RECOMMENDATION**

1. That Standards Committee Members note the contents of the report.
2. That Standards Committee Members consider the feedback provided and consider whether the Monitoring Officer should put in place arrangements for this event to be held on annual basis.