

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING  
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON 5  
FEBRUARY, 2013**

**PRESENT:** County Councillor Mrs S.C. Davies [Chair]  
County Councillors P.J. Ashton, Mrs D. Bailey, D.O. Evans, J. Powell and  
D.H. Williams

**Officers in Attendance:** Stephen Boyd (Cabinet Manager), Carol Johnson (Democratic Services Officer), Wyn Richards (Scrutiny Manager), Shane Thomas (Member Support Manager) and Elaine Worgan (ICT Contracts & Business Continuity Manager)

**1. Apologies**

Apologies were received from County Councillor G. Price, County Councillor T. Turner who was on a course, Lisa Griffiths (Organisational Development Manager) and Janet Kealey (Head of Legal, Scrutiny and Democratic Services).

**2. Notes of Previous Meeting**

**2.1** The notes of the previous meeting held on 29 November, 2012 were agreed as a correct record.

**2.2** Matters arising not included elsewhere on the Agenda:

(i) Step-Up Powys, County Council - The Working Group noted that a three/four year plan was being developed and it was hoped to bring this to the next meeting.

**3. Pilot Personal Development Reviews [PDRs]**

The pilot had now started. It was noted that the purpose of the pilot was to review the process, paperwork and support to Members and the time taken in preparation and meetings. Once all reviews had been completed a report of the findings from the pilot would be considered by the Working Group.

**4. Members' Annual Reports**

(i) The Working Group received the draft Annual Reports prepared by Members of the Working Group. Concerns were raised about the record of attendance and publishing figures. It was noted that there may be occasions when a Member was unable to attend a meeting called by the Council due to their attendance at a meeting of an outside organisation to which they were appointed by the Council.

Members discussed the five sections of the report and how these could be revised and that contact details should be included. It was also suggested that the training undertaken by Members as school governors should also be added to the learning and development record.

**Agreed that:**

1. **Officers would look at the attendance records kept by the Standards Committee**
  2. **The annual report template would be amended as follows: sections referred to as “Initiatives and special activities” and “Other activities and issues” should be replaced by one section called “Outside organisations and other activities”, contact details would be added and the “Learning and development” section would include school governor training.**
- (ii) Draft instructions for completing annual reports and the timetable for completing them were noted.

**Agreed that a report regarding the development of Members’ Annual Reports be considered by the Democratic Services Committee at a meeting on 15 February, 2013 for recommendation to Council.**

**5. Member Support Agreement**

The Working Group discussed a draft Member Support Agreement [previously referred to as a Service Level Agreement (SLA)].

**Agreed that**

1. **contact details for each Section should be included**
2. **the draft be forwarded to Group Leaders and Secretaries and non aligned members for comments and their views on what other support Members required be sought.**

**6. Protocol on the use of laptops in meetings**

The Working Group noted that the Standards Committee had asked that a protocol be considered regarding the use of laptops in meetings as they had raised concerns about their use.

The Working Group noted that the initiative “paperless Powys” was in respect of reducing the amount of paper moving between departments and that letters etc. received should be scanned and emailed between departments.

It was considered that inappropriate use of laptops at meetings would be a Code of Conduct issue and peer to peer pressure could be used to reduce inappropriate usage.

It was noted that the Standards Committee was considering the draft protocol at its meeting the following day.

**Agreed to**

1. **Receive feedback from the Standards Committee meeting on 6 February, 2013 and if appropriate**
2. **Forward the draft to Group Leaders, Secretaries and non aligned members for comment.**

## **7. Member Development Programme**

- (i). The Working Group received the draft Member Development Programme 2013 – 2017.

### **Agreed to:**

- **Book the Welsh Local Government Association [WLGA] to provide the Blogging and Social Networking workshop in April, 2013**
- **Establish if the Youth Forum and Youth Justice could attend in October, 2013**
- **Include a session on the Personal Risk Register and violence and aggression**
- **Include mandatory Safeguarding training on an annual basis**
- **Include a session on Personal Development Reviews [PDRs] after the pilot is completed and PDRs are approved.**

Members were reminded to forward ideas for development sessions from Members and Groups to officers.

County Councillor D.H. Williams left the meeting to attend another meeting.

- (ii). Elaine Worgan demonstrated the presentation “voice overs” and Adobe Captive which could be utilised to support Member Development sessions.

**Agreed that officers should look at using presentation “voice overs” and Adobe Captive wherever appropriate to support Member Development sessions.**

## **8. Member role descriptions**

- (i) The Working Group agreed the following draft role descriptions:
- Chair and Vice-Chair of Democratic Services
  - Chair and Vice-Chair of Audit Committee
  - Chair and Vice Chair of Standards Committee
  - Chair and Vice-Chair of Standards Community Sub-Committee

**Agreed to forward the draft role descriptions to the Group Leaders and Secretaries and non aligned members for comments, after which they would be considered by Democratic Services Committee and Council for adoption and inclusion in the Constitution.**

- (ii) The Working Group noted that the roles and competencies previously adopted by Full Council would be amended to take account of the draft role descriptions in (i) above, when agreed.

- 9. Date of next meeting**  
21 March, 2013 at 2.00 p.m. Committee Room A

County Councillor Mrs S. Davies  
Chair