

**NOTES OF A MEETING OF THE  
MEMBER DEVELOPMENT WORKING GROUP HELD AT COUNTY HALL,  
LLANDRINDOD WELLS ON 9<sup>TH</sup> JUNE, 2014**

**PRESENT:** County Councillor Sandra C. Davies [Chair]  
County Councillors P.J. Ashton and D.O. Evans

**Officers in Attendance:** Carol Johnson (Democratic Services Officer) and Wyn Richards (Head of Democratic Services and Scrutiny Manager)

**1. APOLOGIES**

Apologies were received from Stephen Boyd (Cabinet Manager).

**2. NOTES OF PREVIOUS MEETING**

(a) The notes of the previous meeting held on 27<sup>th</sup> February, 2014 were agreed as a correct record.

(b) Matters arising not included elsewhere on the Agenda:

- a. Members' Annual Reports – 35 Members had responded to the email regarding writing a report for 2013-14. 26 of these had confirmed that they would write a report. The Group discussed whether details of Committees membership, attendance and details of training should be published for all Members, even where individual reports are not written. It was agreed that this would be completed for all Members for 2013-14.

The Group discussed whether membership of working groups and sub-committees and attendance details should be collated. Officers agreed to look at how this information could be recorded without making this an over bearing administrative task.

- b. Personal Development Reviews [PDRs] – an email had been sent to all Members offering them an opportunity to complete a PDR. One Member had responded to date and a further email would be sent out to remind Members of this opportunity.
- c. Security of Information – the Working Group noted that “swipe card” systems could be put on doors to the Members' Lounge. However, Officers asked that the Group clarifies whether “swipe card” systems were needed if the confidential bins and the Members' pigeon holes were moved to the Members' Support Unit. The Group advised if these items were moved there was no need to secure the Members' Lounge.

**3. Mandatory and other development**

- i. The Group received the views of the Standards Committee on the level of attendance for mandatory and non-mandatory training.

<b>Resolved that the Working Group recommends to the Democratic Services Committee that:</b>	<b>Reason for resolution</b>
<b>i) Member attendance for</b>	<b>i) To ensure mandatory</b>

<p>mandatory development be set at 100%</p> <p>ii) Member attendance for non-mandatory training be set at 80%,</p> <p>iii) Member attendance be calculated on half day sessions.</p>	<p>development is attended by all Members,</p> <p>ii) To encourage a high level of attendance at training sessions,</p> <p>iii) To encourage all day attendance when training is provided for both morning and afternoon sessions.</p>
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- ii. Internal courses provided by the Council  
The Working Group received details of internal courses provided to staff in the Authority.

**RESOLVED that details of internal courses and how to book on them and details of e-learning courses and how to access them should be sent to Members. Anyone attending or accessing courses should feedback as to their suitability for Members.**

It was noted that only five Members stayed after the last Member Development session to receive the Lync system support and training. Officers had been given options for providing this session to all other Members.

#### **4. Member Development Programme - 2014**

The Working Group received the 2014 programme and agreed to add the following sessions:

- a. School budgets for school governors – the date to be agreed with David Powell, Strategic Director, Resources
- b. Adult Social Care – confirmed this session for 21<sup>st</sup> November, 2014

#### **5. APPOINTMENTS TO OUTSIDE ORGANISATIONS**

The Working Group received the list of outside organisations. It noted Appendix A gave details of the Sports Management bodies and leisure centres and other local organisations to which Members are appointed due to being the local ward member. This information would form part of the New Members' Folders. Members would not be required to make reports to Shire meetings but may wish to refer to any issues relating to any organisation in their annual report, if they produced one.

Appendix B gave details of appointments made by Council, Cabinet and Shire Committees. It was noted that the accuracy of the list needed to be checked.

**RESOLVED that Members' should be asked to confirm their appointment to these organisations, how often meetings are called and how often they attend and the value of their attendance to the Council. Members would be asked to respond within two weeks of the email.**

## **6. MEMBER DEVELOPMENT**

The Working Group received and noted the evaluation summaries for the following Member Development sessions:

- Commissioning Model 18<sup>th</sup> October, 2013
- Powys Youth Forum 28<sup>th</sup> April, 2014
- Children's Services 23<sup>rd</sup> May, 2014 – Officers providing this training in the future would be asked to ensure that this did not duplicate the training provided to school governors.

County Councillor Sandra Davies  
Chair