NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON 18 OCTOBER, 2012

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

Officers in Attendance: Stephen Boyd (Cabinet Manager), Lisa Griffiths (Organisational Development Manager), Carol Johnson (Democratic Services Officer), Janet Kealey (Head of Legal, Scrutiny and Democratic Services), Wyn Richards (Scrutiny Manager) and Shane Thomas (Member Support Manager).

1. APOLOGIES

Apologies were received from County Councillors G. Price and T. Turner.

2. NOTES OF PREVIOUS MEETING

(a) The notes of the previous meeting held on 6 September, 2012 were agreed as a correct record.

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

i). Members' Personal Development Reviews [PDRs] and the Freedom of Information Act 2000 – the advice from the Records and Compliance Manager that details of councillor's personal development reviews would be exempt from disclosure under the Freedom of Information Act 2000, in accordance with the exemption afforded under Section40(2) which relates to personal information was noted.

   Agreed that:
   the advice from the Records and Compliance Manager that councillors' personal development reviews would be exempt from disclosure under the Freedom of Information Act 2000 would be included in the Personal Development Reviews [PDRs] pack for Members.

ii). Members' Personal Development Reviews [PDRs] – County Councillor G. Ratcliffe, Portfolio Holder Human Resources advised that the pilot PDRs and development of PDRs for Members formed part of the Accredited Member Training Scheme and Member Support Project which was reported to the Programme Board. Due to the delay in developing the pilot a request had been submitted to the Programme Board to extend the milestones for the project to be more realistic.

iii). County Farms – the selection of new members for the County Farms panel would be undertaken later in the month.

3. **Learning and Development [L&D]**

(i) A presentation on L&D was given by Lisa Griffiths (Organisational Development Manager) and Steve Lodge, Senior Technical/Professional Development Training Officer.

The Working Group was shown the updated L&D website [Page 6375 on the Intranet *http://intranet.powys.gov.uk/index.php?id=6375&L=0*]

It was noted that:
- Members could participate in professional development and other courses available to staff.
- Members were welcome to attend operational courses which would give them an opportunity to see how operational staff worked.
- Dyslexia and other learning difficulties – a Dyslexia Support Officer had been appointed for a two year period to support staff.
- E-learning – Members could access the range of courses provided.

(ii) Previously some Members had undertaken coursers provided to staff. It was important that Members attending such courses should report to the Member Development Working Group on the usefulness of a course so that the Working Group could consider whether it should be provided to all Members.

Agreed that:
The Portfolio Holder Human Resources and Wyn Richards identify which courses and e-learning would be suitable for Members.

4. **Service Level Agreement [SLA] for Member Support**

The Working Group received a paper on the development of an SLA for Member Support which needs to be developed by May 2013.

The Working Group noted the paper and commented that:
- A minimal level of Member training/development needed to be set.
- Video or audio recording of development sessions could be undertaken. This could be provided to members who were unable to attend development sessions and could be reviewed at a later date as a refresher.

Agreed that:
1. **the draft Service Level Agreement [SLA] for Member Support would be considered at the next meeting,**
2. **Nick Philpott, Head of ICT and Customer Services be invited to the next meeting to discuss how technology could support Member Development.**

5. **Member Support and Development Lead Members and Officers Network, 12th September, 2012**

The Working Group received the notes on the Network meeting.

Agreed that:
The notes be considered at the next meeting as neither the Member nor the officer were in attendance.

6. **Annual Reports**

The Working Group received the draft guidance regarding Members' annual reports, which was out for consultation. Clarification on who was responsible for the content of the reports was required.

Agreed that:
1. **The draft guidance be forwarded to the Political Groups for comments**
2. **The Working Group Members would complete the Bridgend Annual Report template to assess the content and ease of completion.**

7. **Member Development Programme**

The Working Group received the evaluation summary for the Data Protection session held on 21 September, 2012. It was noted that this session should be repeated every three years and would be added to the Development Programme.

The Working Group discussed the Development Programme. It was noted that not all Members had attended the Treasury Management session and it was felt that all Members should attend at least one of the two sessions held each year.

Agreed that:
1. **A Member Development session on members Annual Reports and using IT would be added to the Development Progamme. The latter would include such things as highlighting information on PDFs, deleting emails individually and groups of emails and other tips to make using laptops easier and more accessible.**
2. **Geoff Petty, Strategic Director Finance and Infrastructure or Ann Owen, Treasury Manager would be asked to email Members who had not attended a Treasury Management session to advise them that they must attend the session to be held on 18 January, 2013.**

8. **Date of next meeting**

29 November, 2012 at 10.00 a.m. Committee Room A.

County Councillor Mrs S. Davies
Chair