

**NOTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING
GROUP HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
8TH SEPTEMBER, 2014**

PRESENT: County Councillors P.J. Ashton and D.O. Evans

Officers in Attendance: Stephen Boyd (Cabinet Manager), Carol Johnson (Democratic Services Officer), Wyn Richards (Scrutiny Manager) and Shane Thomas (Member Support Manager).

1. APOLOGIES

Apologies were received from County Councillor Sandra Davies

2. NOTES OF PREVIOUS MEETING

- (a) The notes of the previous meeting held on 9th June, 2014 were agreed as a correct record.
- (b) Matters arising not included elsewhere on the Agenda:
 - i. Members' Annual Reports – the Working Group was advised that the Standards Committee had considered that the value of collating attendance at working groups and sub-committees did not outweigh the administrative cost of collecting this data.
 - ii. Lync system support – further dates for support and training were being organised.
 - iii. Appointments to outside organisations – the current database was being checked prior to details being emailed to members for comments.

3. MEMBER SUPPORT AND DEVELOPMENT CHARTER

The Working Group received the draft renewal application for the Member Support and Development Charter, which was received in 2011. The Group noted that this application would be considered by the Welsh Local Government Association [WLGA] by review of the application and supporting evidence and that a peer review visit was no longer part of the process.

The Working Group's comments were noted.

**RESOLVED that the final draft of the Member Support and
Development Charter renewal application would be
considered by the Democratic Services Committee on 3rd
October, 2014 prior to submission to the WLGA.**

**4. MEMBER DEVELOPMENT PROGRAMME – POST SESSION
EVALUATION FORM**

The Working Group had previously commented that although Members were asked to complete evaluation forms after each session they considered that it would be appropriate to ask Members what impact the sessions had on their work some months after the sessions.

The Working Group considered the draft evaluation form and made comments.

RESOLVED that the draft post session evaluation form be amended and piloted for a number of sessions.

5. WLGA'S DRAFT NATIONAL STRATEGY MEMBER SUPPORT AND DEVELOPMENT

The Working Group received the WLGA's draft national member development strategy 2014-17. The content was noted.

In response to a question Members noted that the WLGA's Workbooks were stored on the Members' Portal. It was agreed that an email would be sent to all Members to remind them on their availability.

6. MEMBER DEVELOPMENT

As Wyn Richards had to leave the meeting this item would be added to the next Agenda.

Any other Business –

Support to Members – Shane Thomas advised that a number of members had requested that business cards and newsletters are produced for them. To ensure consistency in responses and to manage the costs, it had been suggested that details of what can be provided via the Member Support Team and templates be produced. It was also considered that guidance on when such support can be provided should be agreed.

RESOLVED that the details of support and associated templates in respect of business cards and newsletters be considered at the next meeting.

Attendance at Working Group meetings – concerns were raised about the attendance at recent meetings.

RESOLVED that concerns regarding attendance at the Working Group meetings be added to the next Democratic Services Committee agenda.

Modern.gov system – County Councillor Ashton advised that the Brecon Beacons National Park Authority [BBNPA] was now using this system to manage and support committee work. Its Planning Committee were to be trained on how to use the system. It was noted that a number of local authorities were also using the system.

DATE OF NEXT MEETINGS - 20th October, 2014