



DEMOCRATIC SERVICES COMMITTEE - 27TH MARCH 2013

SUBJECT: MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2012-14

REPORT BY: ACTING CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To report the outcomes of the Members Training Needs Analysis (TNA) and propose a prioritised programme of training and development.

2. SUMMARY

- 2.1 Caerphilly County Borough Council has held the Wales Charter for Member Support and Development since 2007. In order to maintain the Charter and in line with the Welsh Government's (WG) Local Government Measure, the authority is required to undertake periodical training needs analysis and develop a forward programme of training and development.

3. LINKS TO STRATEGY

- 3.1 The Council's member training and development programme is the key initiative in discharging the Council's responsibility and commitment to maintaining the Wales Charter for Member Development and carrying out its statutory duty to the WG Local Government Measure requirements. Most importantly, it supports members carrying out their roles effectively.

4. THE REPORT

- 4.1 As part of the Charter, a Training Needs Analysis was developed and distributed to all councillors and co-opted members following the last local elections in May 2012. The outcome of this exercise will determine the priorities for future Member development activities over the next 2 years of this council.
- 4.2 The Training Needs Analysis is based on that used in previous years and has been sent to members and co-opted members both electronically and in hard copy. In total 95 forms were distributed (73 to County Councillors, 22 to Co-opted Members) and 52 (55%) returned, of which 46 were completed and returned by councillors (48%).
- 4.3 In addition to this programme Members will be sent separately opportunities for IT courses.
- 4.4 An overview of responses to the Training Needs Analysis can be found at appendix 1. At appendix 2 is a suggested training and development programme based on those subjects most requested by Members. Appendix 3 demonstrates Members preferences in relation to meeting and training times.

4.5 It is proposed that the training sessions are held during at 5.00pm, as the majority of Members indicated this to be the preferred time. That said, if there is demand for a particular course to be held at another time, alternative arrangements will be made. It is suggested that the training sessions will be delivered by a mix of officers (for council specific knowledge subjects such as 'Performance Management') and external facilitators (for more generic skills based issues e.g. 'Managing Conflict'). Members' views would be particularly welcome on this suggestion.

4.6 Member Seminars are not included in the programme but will continue to be organised as and when necessary.

5. EQUALITIES IMPLICATIONS

5.1 An EqIA is not needed because the issues covered have previously been considered by the Council.

6. FINANCIAL IMPLICATIONS

6.1 The proposed Member Development Programme will be funded from the 2012/13 Member Development budget.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses, which have not been incorporated into the report.

9. RECOMMENDATIONS

9.1 Members are asked to endorse the programme of training for Members for 2012-2014 as outlined in appendix 2 and comment on the training delivery strategy detailed in paragraph 4.5 above.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To support Members in their councillor role.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

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Appendices:

Appendix 1 Training Needs Analysis
Appendix 2 Training and Development Programme
Appendix 3 Meeting and Training Times
Appendix 4 Elected Member Development Programme 2012 - 2014