



## DEMOCRATIC SERVICES COMMITTEE – 23RD JULY 2018

**SUBJECT: MEMBER SUPPORT AND DEVELOPMENT**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To update Members of the training programme developed using data from the Training Needs Analysis (TNA) previously completed by Members.

### **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 Local Government (Wales) Measure 2011, the Authority is required to periodically undertake a training needs analysis and develop a forward programme of training and development.
- 2.2 Members have already been provided with a detailed analysis of the results of the TNA, this report will merely be an update on the finalised programme of training, the Members Support and Development Programme 2018-2020.

### **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 maintain the Wales Charter for Member Development and carrying out its statutory duty under the Local Government (Wales) Measure 2011 requirements. Most importantly, it supports Members to carry out their roles effectively.

The Members Training and Development Programme contributes to all seven of the Wellbeing Goals with the Well-being of Future Generations Act (Wales) 2015 as it seeks to support and develop the Councillor role. A role where they will be called on to make recommendations and decisions that will impact on future generations.

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales*

## **4. THE REPORT**

- 4.1 As part of the Charter, a Training Needs Analysis was developed and distributed to all Councillors, Members of the Standards Committee and Co-opted Members in July 2017. The detailed outcome of the exercise has already been reported to Members at Democratic Services Committee on 17<sup>th</sup> September 2017. This report is to update Members on the finalised programme of training, a final version of the Programme is attached in Appendix 1.
- 4.2 The requested training, the Member Support and Development Programme 2018-2020, attached in Appendix 1, is based on the outcome of the TNA and will commence in September 2018. This training programme is in direct response to the training needs that Members themselves have identified.
- 4.3 The duration of the training sessions will be 2 hours and all will commence at 5.00pm. One session on "Holding Effective Pre-Meetings" will commence at 2.00pm as well as 5.00pm. This will allow Members a choice of training start times and the trainer will be able to target a slightly different audience at each session.
- 4.4 The majority of topics in the draft programme have now been procured, only one, "Creative Thinking and Problem Solving" has proved difficult to procure, but Learning 4 Leadership's Ian Bottrill, who will be providing training on 3 other topics, has indicated that he may be able to cover some of the subject matter in one of his other sessions. Members will be notified of this in good time before the training.
- 4.5 The programme includes e-learning options, which are online training modules, facilitated by the All Wales Academy in conjunction with the WLGA and will enable Members to undertake training at their own pace and at a time that is convenient to them. In order to maximise attendance, minimise the demand on Members time, provide value for money and offer an enhanced learning experience some modules offered in the TNA with similar subject themes have been redesigned or offered as an e-learning option e.g. Ward Work and Surgeries and Community Leadership and Engagement have been re-envisioned as The Effective Ward Councillor and Decisions for Future Generations. There are many more helpful topics available on the [learning.wales.nhs.uk](http://learning.wales.nhs.uk) website and Members are already registered as part of the Violence Against Women, Domestic Abuse and Sexual Violence training programme and we would encourage you to view the full list of the courses on offer.
- 4.6 As mentioned in a previous report, Members Seminars are not included in the Programme but will continue to be organised as and when necessary. The Members Development Annual, Recommended and Mandatory Training Programme will also run separately to the TNA requested programme.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Member Development Training Programme contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that by providing a wide ranging and diverse training programme it better prepares Councillors for their role as decision makers and scrutineers. A role that requires them to make decisions and recommendations that will impact the long and short term needs of Caerphilly County Borough Council residents; enable them to confidently scrutinise, challenge and hold to account, better assess appropriate interventions and provide them with the skills required to work collaboratively and nurture their understanding of the importance of community involvement.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no specific equalities implications arising as a result of this report

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The Member Development Programme will be funded from the 2018/19, 2019/20 and 2020/21 Member Development Budget. The training will cost an estimated £2,359.00 in 2018/19; £1700.00 in 2019/20 and £200 in 2020/21.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising as a result of this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultations that have not been included in the report.

## **10. RECOMMENDATIONS**

- 10.1 Members are asked to approve the Members Support and Development Programme 2018/20.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To provide an agreed recognised standard of Member Support and Development.

## **12. STATUTORY POWER**

- 12.1 The Local Government Act 2000.  
12.2 Local Government (Wales) Measure 2011.

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Appendices:

Appendix 1 Member Support and Development Programme 2018-20