



# **The Wales Charter for Member Support and Development**



<b>A. Member Roles and Responsibilities</b>	<b>Charter Requirement</b>
<b>1. Members are supported with role descriptions.</b>	<p>Role descriptions are adopted for the:</p> <ul style="list-style-type: none"> <li>• Leader</li> <li>• Deputy Leader</li> <li>• Cabinet Members</li> <li>• Scrutiny members</li> <li>• Scrutiny Chairs</li> <li>• Scrutiny Co-optees</li> <li>• Chairs of statutory committees</li> <li>• Chairs of area committees</li> <li>• Chair of the Audit Committee</li> <li>• Members of Audit Committee</li> <li>• Chair of Democratic Services</li> <li>• Member of Democratic Services</li> <li>• Ward Member, including community leadership and case work</li> <li>• Chair of Standards committee</li> <li>• Member of Standards Committee</li> <li>• Leader of the Opposition</li> <li>• Member Champion</li> </ul> <p>Guidance is provided to members on their role on outside bodies.</p>
<b>2. Members are supported in undertaking their duties according to high standards of conduct.</b>	<p>All members are provided with training and development in the detail of the local code of conduct, taking into account any changes in the model or local codes as they emerge.</p>
<b>3. Members are supported in understanding their roles and responsibilities as set out in the Constitution.</b>	<p>All members have received training on and understand the contents of the constitution, including:</p> <ul style="list-style-type: none"> <li>• the roles, responsibilities and limits to the roles of committees</li> <li>• the role of individual members and officers</li> <li>• Member/officer protocols</li> <li>• meeting practice</li> <li>• standing orders</li> <li>• rules of debate</li> </ul>
<b>B. Member Development</b>	
<b>B1. A member learning and development strategy has been adopted.</b>	<p>A local member development strategy is in place. The strategy sets out the approach that the authority and the Democratic Services Committee takes to member development. It includes:</p> <ul style="list-style-type: none"> <li>• a commitment to and methodology for undertaking development needs analyses through a PDR scheme or TNA for those members not requesting a PDR, which identifies the local and national, collective and individual development</li> </ul>

	<p>needs of all members.</p> <ul style="list-style-type: none"> <li>• a commitment to and methodology for developing members according to the needs of the organisation.</li> <li>• a commitment to and methodology for creating personal development <u>plans</u> for all members.</li> <li>• a methodology for responding to the development needs of members identified in their personal support and development reviews or TNAs.</li> </ul>
<p><b>B2. Arrangements are in place for <u>all</u> members to be offered a PDR.</b></p>	<p>Personal support and development reviews which are:</p> <ul style="list-style-type: none"> <li>• based on role descriptions</li> <li>• contribute to personal development plans</li> <li>• are conducted by senior members or other deemed suitably qualified as set out in the Measure guidance</li> <li>• are <u>made available</u> for all members and <u>must</u> be undertaken by members in a receipt of a senior/civic salary.</li> </ul> <p><b>Note</b>, although the measure does not require the leader to undertake a review, the Charter does. The Charter requires that all members in receipt of a senior salary undertake this. The Measure is voluntary but for all members.</p>
<p><b>B3. A development programme for councillors is in place with a mechanism for its annual review.</b></p> <p><b>All councillors are made aware of, guided to and are able to access the development activities equally.</b></p>	<p>An annual development programme informed by the member development strategy is in place</p> <ul style="list-style-type: none"> <li>• The annual development programme is planned and publicised in advance.</li> <li>• Members are made aware of development opportunities provided in response to their needs.</li> </ul> <p>The timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities.</p>
<p><b>B4. Prospective candidates, candidates and new members are informed of their role and responsibilities.</b></p>	<ul style="list-style-type: none"> <li>▪ The Council uses the national guidance and support materials available for candidates and prospective candidates.</li> <li>▪ All new or returning members are provided with a programme of induction.</li> </ul>
<p><b>B5. Development activities are relevant and of high quality.</b></p>	<p>Learning activities are provided in appropriate styles and settings based on the learning needs and styles of individuals and committees. The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities. This could include internal, external and collaborative arrangements.</p>

<b>B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring the out comes.</b>	The Authority has clearly defined the arrangements for developing, implementing and monitoring its strategy for member support and development. Individual members and officers have clear roles in leading and championing this area. The needs of all political groups and independent members are taken into account regardless of political affiliation.
<b>B7. Resources are identified and provided for member development.</b>	Dedicated resources are identified and provided for member development activities.  The authority provides the “reasonable level” of development required by the Measure.
<b>B8. Members are offered the opportunity to be mentored by member peers.</b>	The authority is exploring the needs of members to be mentored. Any member who has requested a mentor is provided with one. Mentors are trained in mentoring skills.
<b>C. Member Support</b>	
<b>C1. Officer support is provided for member development, support and scrutiny.</b>	Every member committee, panel, forum etc. has officer support provided. Members are also supported in their case work.  Overview and scrutiny committees have dedicated support from officers who can provide impartial research, support and advice.  The nature of the support has been clearly articulated to members
<b>C2. Arrangements made for the business of the Council are flexible and enable members to participate fully regardless of personal circumstances</b>	A review of the arrangements for council business has taken place and as a result, meeting times, arrangements and venues reflect the needs of members as closely as possible.  Members have been involved in developing the approaches to remote attendance as set out in the standing orders as/when required by the Measure.
<b>C3. Contact management and communication</b>	Systems are in place to enable members to liaise with council officers regarding services provided both within and outside the authority. Community groups and individuals are also assisted in contacting local members. Members are able to contact stakeholders.
<b>C4. Annual reports</b>	The authority makes arrangements for all members to be able to publish annual reports, according to the guidance in the measure.
<b>C5. Personal support for members</b>	Members are provided with access to guidance on their rights and benefits as members.
<b>D. Member Facilities</b>	
<b>D1. All members are provided with adequate</b>	<ul style="list-style-type: none"> <li>▪ Members are provided with the equipment, or connectivity required to undertake their role.</li> </ul>

<p><b>access to ICT.</b></p>	<ul style="list-style-type: none"> <li>▪ Basic training is provided in its use and help desk facilities are available.</li> <li>▪ Members are supported in remote working through the use of remote access codes and Skype etc.</li> <li>▪ Members are provided with support to enable them to remotely attend meetings according to the standards set out in the standing orders (when implemented through the Measure).</li> <li>▪ Members are able to communicate with the council and the public electronically.</li> </ul>
<p><b>D2. Information resources are provided</b></p>	<p>A central collection of information dedicated to member needs is provided as part of the information and research support available to members.</p>
<p><b>D3. Facilities for members to work in the Council are available.</b></p>	<p>Member needs have been reviewed and where required the following are provided:</p> <ul style="list-style-type: none"> <li>▪ Shared areas for example for each political group.</li> <li>▪ Private rooms for meetings.</li> <li>▪ Offices for senior office holders.</li> </ul>

