



## **DEMOCRATIC SERVICES COMMITTEE– 17TH MARCH 2015**

**SUBJECT: MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2015-17**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES & SECTION 151 OFFICER**

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

1.1 To report the outcome of the Members Training Needs Analysis (TNA).

### **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 (Wales) Measure 2011, 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 under the WG Local Government (Wales) Measure 2011 requirements. Most importantly, it supports members to carry out their roles effectively. The Independent Remuneration Panel for Wales state in their Annual Report published on February 2015 that it expects each member of a local authority to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

### **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 in December 2014. The outcome of this exercise will determine the priorities for future Member development activities over the next 2 years.

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 83 forms were distributed (73 to County Councillors, 10 to Co-opted Members) and 33 (40%) returned, of which 31 were completed and returned by councillors (42%).

4.3 An overview of responses to the Training Needs Analysis can be found at Appendix 1, a proposed programme of training courses based on the TNA will be the subject of a further report to the Democratic Services Committee. Appendix 2 demonstrates Members preferences in relation to meeting and training times.

- 4.4 It is proposed that the training sessions are held at 5.00pm, as the majority of Members indicated this to be the preferred time. However, 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 'Equalities and Diversity') and externally (for more generic skills based issues e.g. 'Communication, Influencing and Negotiation Skills). Members' views would be particularly welcome on this suggestion.
- 4.5 Member Seminars are not included in the programme but will continue to be organised as and when necessary. The Members Development and Support Programme of Mandatory and Recommended Training arising from the report agreed by Council on the 22nd April 2014 is separate to this programme and has already been forwarded to Members. The mandatory training element of that programme is already underway and feedback on the success of those sessions will be reported to the Democratic Services Committee.

## **5. EQUALITIES IMPLICATIONS**

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

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The Member Development Programme will be funded from the 2015/16 and 2016/17 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 note the contents of the Report and offer their views on the outcome of the Training Needs Analysis.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 To support Members in their councillor role.

## **11. STATUTORY POWER**

- 11.1 The Local Government Act 2000
- 11.2 Local Government (Wales) Measure 2011

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Appendices:  
Appendix 1 Training Needs Analysis  
Appendix 2 Meeting and Training Times