

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 25 February 2019
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Member Development Programme Update
Purpose of Report:	To provide Democratic Services Committee with an update on the Member Development Programme and proposals for the next "Expo" in July 2019.
Report Owner:	Managing Director
Responsible Officer:	Managing Director
Elected Member and Officer Consultation:	Corporate Management Team
Policy Framework:	The Council's Corporate Plan 2016-2020 contains the values that all colleagues require and will inform the Member Development Programme. This will ensure that everyone understands their role and the importance of taking pride in our work, being open and working together to achieve our ambitions.
Executive Summary:	<ul style="list-style-type: none"> • In October 2017, Democratic Services Committee approved proposals for the development of a Member Competency Framework and associated development programme. • A working group of elected members helped to shape the outline for the framework. This formed the basis of the first series of "Expo" events that were held in November 2018. • This report provides feedback to the Democratic Services Committee on the first Expo and outlines proposals for discussion for the next series to be held in July 2019.

Recommendations

1. It is recommended that Democratic Services Committee note the contents of this report.
2. It is recommended that Democratic Services Committee consider the proposed programme for the next series of the Expo in July 2019.
3. It is recommended that Democratic Services Committee request that the Leaders of the Council's political groups nominate up to two elected members each to form the Member Development Working Group.

Reasons for Recommendations

1. To provide an update to the Democratic Services Committee.
2. To enable the Committee to consider and input into the design and delivery of the next series of the Expo to be held in July 2019.
3. To enable a renewed working group of members to be identified to form a working group to further develop the Member Competency Framework.

1. Background

- 1.1 The report of the Wales Audit Office (Overview and Scrutiny - "Fit for the Future?" July 2018) contains a proposal for improvement that "The Council should further consider the skills and training that scrutiny members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme". During 2018, the Democratic Services Committee considered how a Member Development Framework, accompanied by a Member Competency Framework, could be developed to assist in meeting this action.
- 1.2 A cross-party working group of elected members was formed and considered the structure of the Competency Framework, informed by work previously published by the Welsh Local Government Association.
- 1.3 The Democratic Services Committee endorsed the outline of the Competency Framework in October 2018, along with proposals for the first series of Member Development Sessions ("Expos"). The Expos were held in November 2018 and provided elected members with an opportunity to receive updates from the Council's directorates and to participate in a workshop exercise focused around developing the Competency Framework in more detail.
- 1.4 The Member Competency Framework is based around the skills, experience and behaviours associated with the following areas:
 - Managing My Role
 - Working with Citizens
 - Navigating Future Change

- Managing Myself
- Managing Relationships

1.5 This report provides the Democratic Services Committee with feedback from the first series of Expos and sets out proposals for the next series, to be held in July 2019.

2. Key Issues for Consideration

November 2018 Member Development Expo

- 2.1** The first Member Development Expo was held in November 2018 over two sessions. In total, 30 members attended one of the sessions.
- 2.2** The Expos provided an opportunity for elected members to visit a number of directorate stalls to discuss the current issues and projects underway across the Council with colleagues from all departments.
- 2.3** The second half of the sessions provided elected members with an opportunity to input into the development of the Member Competency Framework. This involved identifying the skills, experience and behaviours associated with the five areas described above.
- 2.4** Responses to the feedback survey were provided by four attendees. Appendix A provides an overview for the Committee of the feedback from members via the survey and emails. The feedback is considered largely positive and provides useful information that is reflected in proposals for the forthcoming series of Expos, to be held in July 2019.

July 2019 Member Development Expo

- 2.5** The next series of Member Development Expos will be held in July 2019 over two sessions (Wednesday 10th July, 5.30-8pm and Thursday 11th July, 3-5.30pm). Invitations to all elected members have now been issued by the Council's Democratic Services department.
- 2.6** It is proposed that the July sessions will focus on the 'Managing the Future' element of the Member Competency Framework and be based around the Council's transformational change programme, Reshaping Services. The aim of the Reshaping Services programme is to enable the Council to continue to provide priority services at a time of significant challenge, both in financial and societal terms.
- 2.7** Based on the positive feedback received from elected members, it is proposed that the programme will follow a similar format to the November sessions. The programme will include an update from the Council's Senior Management Team, time with colleagues from each directorate who will provide information about Reshaping Services activities that have been undertaken and that are underway across the Council as well as a participative workshop activity.

- 2.8** The workshop activity will enable elected members to explore the different aspects of Reshaping Services as ways of mitigating the effects of reducing budgets and increasing challenges, within the context of 'Managing the Future'. The output from the workshop activity will be used to inform the development of future phases of the Reshaping Services Programme.

Member Competency Framework Development

- 2.9** It is recommended that Democratic Services Committee request two nominations from each of the Council's political groups to renew membership of the Member Development working group.
- 2.10** Upon receipt of the nominees, the working group will be convened to consider the outputs from the November Expo sessions' workshop activity in order to finalise a draft of the Member Competency Framework. This framework is important as it provides the structure for the development programme and will be used to identify and frame future Expos and other developmental activity. A further report will be provided to Democratic Services Committee following the working group's meeting and the July 2019 Expos.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority. Requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of specific sessions within the Programme over the coming years.

4. Resources and Legal Considerations

Financial

- 4.1** There are no direct resource implications associated with this report. It is proposed that the development of a Local Member Competency Framework and Member Development Expo Events will continue to be delivered internally.

Employment

- 4.2** There are no direct employment implications associated with this report.

Legal (Including Equalities)

- 4.3** Member training and development is required by the Local Government Act 2000, Local Government Measure (Wales) 2011.

5. Background Papers

Member Development Expo Working Group, Democratic Services Committee, 17th October 2018

[https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes, agendas and reports/reports/democratic services/2018/18-10-17/Member-Development-Expo-Working-Group.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/reports/democratic_services/2018/18-10-17/Member-Development-Expo-Working-Group.aspx)

Feedback

Q1 How useful did you find the following? Please rate these elements from 1 to 5, 1 being poor and 5 being excellent.

	1	2	3	4	5
Managing Director's Update	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (50.0%)	2 (50.0%)
Directorate Exhibition Stands	0 (0.0%)	0 (0.0%)	1 (25.0%)	2 (50.0%)	1 (25.0%)
Member Competency Group Exercise	0 (0.0%)	0 (0.0%)	2 (50.0%)	1 (25.0%)	1 (25.0%)

Q2 How would you rate the following? Please rate these elements from 1 to 5, 1 being poor and 5 being excellent.

	1	2	3	4	5
Duration of session	0 (0.0%)	0 (0.0%)	1 (25.0%)	1 (25.0%)	2 (50.0%)
Timing of the event	0 (0.0%)	0 (0.0%)	0 (0.0%)	3 (75.0%)	1 (25.0%)
The venue	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (25.0%)	3 (75.0%)

Q3 Would you recommend the event to a colleague?

0 (0.0%) No 0 (0.0%) Possibly 2 (50.0%) Probably 2 (50.0%) Definitely

Feedback

“I would welcome more discussions with democratic services and offer opportunities for Councillors to share best practice.”

“Probably could have done with an extra few minutes at each department presentation. Each was a bit rushed. Also the last session was a little chaotic and very rushed.”

“Excellent evening session - would have benefitted of having an idea how long it was going to last for prior to arriving. I know it is difficult to know as it depends on councilors' engagement. Maybe say approximate time.”

Feedback

“It was a great event which I benefitted from. It was also useful for councillors to appreciate and take ownership for some of their own development.

The format was excellent as it provided information on the various service areas, putting faces to contacts and was interactive

Well done to you and the staff.”

“Thank you, and the other Officers, who gave their time and made the event very interesting.

I appreciated and enjoyed the whole evening with a possible criticism being that it was ‘billed’ as being about 2 hours and might have been expected to finish earlier than was actually the case.”