

**REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER  
AND DEPUTY MONITORING OFFICER**

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**SUBJECT:  
MEMBER DEVELOPMENT TRAINING PLAN**

Purpose of report

To agree a Member Development Training Plan.

Background

Personal development reviews are an opportunity for Members to identify any development/support they would like to receive in order to help them in fulfilling their duties as a Member of the Authority. The process is set within the context of their role, the Member's aspirations for what they hope to achieve during their term of office and the purpose and aspirations of the Authority.

During 2021, all Members were asked to undertake a personal development review and, to date, ten have returned their Personal Support Plans. A Training Plan has been developed from these Support Plans but, should other Members complete their reviews in the coming months, all that is possible shall be done to accommodate their requirements.

Training needs analysis

I am currently in the process of drafting a summary of the training needs identified by the ten Members; some of the topics may have been raised by one individual, but they are included in the training plan as I consider them to be of interest and/or benefit to all Members. In addition, there are some more 'personal' training needs that have been identified on the forms, and these will be taken up directly with the Members concerned. The summary will be emailed to Members in time for the meeting.

Training plan

The training needs analysis will help inform the training plan and this, again, will be emailed to Members in due course. For the most part, the methods of delivery are predominantly workshop or e-learning based and I will, where possible, identify e-learning modules that can be sourced from the Welsh Local Government Association's website.

### Financial considerations

Training and development opportunities will be scheduled into the calendar of meetings for 2021/22 to coincide, wherever possible, with other scheduled meetings. Where site visits are indicated, these will, of course, be subject to any COVID-19 restrictions that are in being at the time. The financial resources for training events will be met from the Democratic Representation budget heading. The e-learning modules are available free to Members.

### Risk considerations and compliance

The personal development review process and consequent training plan are key in ensuring that the Authority continues to have skilled Members who can make informed and sustainable decisions based on understanding, skills and experience. The Authority has developed a strong ethos of Member development over the years. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

### Human Rights/Equality issues

The report can demonstrate that it takes into account the requirements and wishes of Members in delivering a suitable and relevant support programme. A variety of formats/methods of delivery have been identified in order to ensure all Members have the opportunity to participate.

### **RECOMMENDATION:**

**Subject to any comments raised by Members at the meeting, that the Member Support and Development Training Plan be adopted.**

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager and Deputy Monitoring Officer by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

*Author: Janet Evans, Administration & Democratic Services Manager and Deputy Monitoring Officer*





























## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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<b>Other areas of interest</b>				
<b>Local government in Pembrokeshire</b>	To increase understanding of the structures and interactions of local government in Pembrokeshire	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	<b>Joint 6</b>	
<b>Understanding of local sector issues</b>	To gain a greater understanding of the issues facing National Park communities	<ul style="list-style-type: none"> <li>• Peer networking with local authority Members</li> </ul>	<b>Joint 8</b>	
<b>Second homes</b>	To gain a better understanding of issues regarding Second Homes	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	Added following discussion at MS&DC on 29 July 2020	