

Member Support and Development Committee

27 September 2023

Present: Councillor D Clements, Mrs S Hoss, Councillor M James, Dr R Plummer, Councillor M Wiggins and Councillor R Jordan.

Also in attendance: Mr T Jones (Chief Executive) and Mrs C Llewellyn (Democratic Services Manager).

[Councillor D Clements joined the meeting during consideration of the Action Log]

(Virtual Meeting: 2.00pm – 3:15pm)

1. Election of Chair

It was reported that only one nomination had been received for the office of Chair; Mrs S Hoss.

On the proposal of Dr R Plummer, seconded by Councillor R Jordan, it was **RESOLVED** that Mrs S Hoss be elected Chair for the ensuing year.

2. Election of Deputy Chair

On the proposal of Dr R Plummer, seconded by Mrs S Hoss, it was **RESOLVED** that Councillor M Wiggins be elected Deputy Chair for the ensuing year.

3. Apologies

Apologies for absence were received from Mrs J James, Councillor S Skyrme-Blackhall and Councillor A Wilcox.

4. Disclosures

There were no disclosures of interest.

5. Minutes

The minutes of the meeting held on 14 June 2023 were presented for confirmation and authentication.

On the proposal of Councillor M James, seconded by Dr R Plummer, it was **RESOLVED** that the minutes of the meeting held on 14 June 2023 be confirmed and authenticated.

6. Action Log and Matters Arising

The action log was noted.

Noted.



7. **Update on Member Support & Development**

The Chair welcomed the Democratic Services Manager who presented an update on matters related to Member Support & Development including Personal Development Reviews (PDR's), information on the Charter for Member Support & Development, the Training Plan, Member Attendance and the Welsh Members Seminar 2024.

A) Personal Development Reviews (PDR's)

It was reported that at the previous meeting, Members had highlighted that their Authority PDR's had previously coincided with those at Pembrokeshire County Council (PCC) and that there had been duplication in the mandatory training issued by both Authorities. The Democratic Services Officer confirmed that she was awaiting confirmation of PCC's timings with regards to PDR's however she had obtained their training plan to ensure that Councillors would not complete the same training twice.

It was agreed that rather than waiting on a response from PCC, the Authority would proceed with their reviews to avoid a further delay. To streamline the reviews and to increase engagement, the Chief Executive suggested that the process be amended to a more long-term approach with a priority of identifying training needs. It was agreed that as part of the new process for the PDR's, Members would be required to review their existing forms annually and identify any additional training needs for the ensuing year. Forms should be circulated as soon as possible for return before Christmas.

[Dr R Plummer tendered her apologies and left the meeting during consideration of item 7b; From Charter to Self-Assessment, the Evolution of the Wales Charter for Member Support and Development]

B) From Charter to Self-Assessment, the Evolution of the Wales Charter for Member Support and Development

The report outlined details of the Charter for Member Support and Development developed by the Welsh Local Government Association (WLGA) over the last 20 years. It was reported that due to the significant change in the Local Government landscape in that time, a different framework was required to reflect these changes. The WLGA proposed that the existing Charter be replaced by a voluntary self-assessment framework that focussed on the support provided for the Councillors to deliver the outcomes needed by their communities. The report highlighted that a consultation document had been published, inviting Authorities to comment on the suitability of the framework as a shared, National foundation that Authorities could use to develop their own approach to self-assessment that recognised their local needs and priorities.



A discussion ensued regarding the terminology that would be necessary for the Authority's framework to reflect the nuances of the National Park with regards to elements such as how Members were elected. The Chair suggested that the Democratic Services Manager contact Bannau Brycheiniog and Eryri National Parks to discuss the framework and whether a joint approach could be used for the purposes of consistency and sharing best practice. Members were invited to send any further comments to the Democratic Services Manager on the proposed framework by 27 October 2023.

C) Training Plan

The report outlined the training programme for the remainder of the municipal year. A discussion ensued regarding Members attendance at training and actions that could be taken to improve this. The Officer confirmed that the Members suggestions for holding Workshops on separate days would be incorporated into the next calendar of meetings and details of the upcoming workshops would be circulated to provide further information.

D) Member Attendance

The report provided details of member attendance to date, and it was noted that the provision of hybrid meetings had positively impacted these figures.

E) Welsh Members Seminar 2024

The Democratic Services Manager confirmed that the next Members' Seminar in 2024 was set to be organised by the Pembrokeshire Coast National Park Authority and Members views were sought on the event.

A discussion ensued regarding the potential event themes and locations, and it was agreed that further suggestions would be submitted to the Democratic Services Officer within the next two weeks. It was suggested that all suggestions could be discussed at the next Committee meeting, with the shortlisted options then shared with all Authority Members in the form of a poll to reach a final decision. Members were in agreement that a decision should be made before the end of the year.

Noted.

The Minutes of this meeting were confirmed at the meeting of the Member Support and Development Committee held on 06 December 2023 without amendment

