

## MEMBER SUPPORT AND DEVELOPMENT COMMITTEE

6 November 2019

Present: Mrs J James (Chair)  
Mr Allan Archer, Councillor D Clements, Dr R Plummer, Councillor A Wilcox and Councillor M Williams.

(NPA Offices, Llanion Park, Pembroke Dock: 12.25pm – 1.15pm)

### 1. Apologies

Apologies for absence were received from Councillor K Doolin, Councillor M James and Councillor P Kidney.

### 2. Disclosures

There were no disclosures of interest.

### 3. Minutes

The minutes of the meeting held on 31 July 2019 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on 31 July 2019 be confirmed and signed.

### 4. Personal Development Reviews and Charter Update

#### a) Personal Development Review Framework

It was reported that in its endeavours to support Members to develop their skills and knowledge base, the Authority had put in place a range of mechanisms, including currently a self-assessment process whereby Members identified for themselves what support (if any) they needed. However the Local Government (Wales) Measure 2011 placed a requirement on local authorities to provide all Members with an opportunity to have a Personal Development Review (PDR) to assess their needs, and the Welsh Local Government Association's Charter for Member Support and Development required all Members in receipt of a Senior Salary to undertake a PDR and that arrangements were to be in place for a PDR to be offered to all Members.

With this in mind, the Member Development Strategy adopted by the Authority on 25 July 2019 included a commitment to offer a PDR to all Members. A guidance document, which set out the process for undertaking such reviews, had now been produced and was appended to the report for Members' consideration. Thanks were given to the Chair for her helpful comments on early drafts of the document.



Members were pleased to see that the proforma to be completed in advance of a PDR was reasonably straightforward, as a complicated form could discourage completion. They also found the examples given in the form to be helpful. It was suggested that in order to encourage PDRs to be undertaken time could be set aside before or after a scheduled Authority or Committee meeting when they could be carried out.

There was some discussion regarding the person facilitating the PDR, details of which were set out in the guidance document accompanying the proforma. Some Members suggested that they might be more comfortable with an external facilitator, and it was noted that in other Authorities it was possible to ask the HR Manager or Democratic Services Officer to undertake the PDR alongside a Chair. The Chair suggested she could raise the question of who undertook PDRs in other Authorities at the forthcoming Member Support Network meeting, however it was agreed that a wide range of facilitators be permitted so that Members who possessed such skills by virtue of their professional work could potentially also be included subject to appropriate training. It was noted that the paragraph at the bottom of page 5 of the guidance allowed for a different person to conduct the Review, however it was requested that this paragraph be amended to allow greater flexibility.

The Administration and Democratic Services Manager went on to advise that training would be provided for both participants and facilitators and clarified that the role of the latter was not to provide any training needs identified; Members would complete a Personal Development Support Plan following the PDR which would be passed in confidence to the Administration and Democratic Services Manager who would use it to inform future training programmes. The Chief Executive added that in recent years, the Chair of the Authority had been a Welsh Government appointed Member, and she had been required to undertake a review with a Deputy Director at Welsh Government and the possibility of this being required in future should also be reflected in the guidance.

Finally a question was raised regarding evaluation of the process and the Chair advised that she would find out how other Authorities undertook this, however any evaluation would be reported back to this Committee.

It was **RESOLVED** that, subject to agreement of the detail of the changes suggested at the meeting by the Chair and the Chief Executive, the Personal Development Review guidance document be adopted, and that the Administration and Democratic Services Manager be instructed to arrange the appropriate training session for



all Members, to follow another scheduled meeting in order to encourage attendance.

b) Criteria for Advanced Charter Status

Members were reminded that the Criteria document attached to the report had been considered at previous meetings of the Committee, and that this set out the work already undertaken by the Authority and identified what needed to be accomplished before a submission for the Advanced Charter could be made.

It was reported that the document had been updated since the last meeting to reflect the actions that had been undertaken and the Administration and Democratic Services Manager took Members through these. She advised that the document would be further updated following that day's meeting. It was suggested that, even though the Authority had resolved to apply for the Advanced Charter, a report be taken back to the Authority as a whole for information prior to an application being submitted.

It was **RESOLVED** that the criteria document be noted and the Chair and Administration and Democratic Services Manager continue to progress the steps outlined within it.

## 5. **Thanks**

The Chair thanked Mr Allan Archer, as Chair of the Working Group which foreshadowed this Committee, for his contribution to Member Development. It was noted that Mr Archer would complete his term of office with the Authority at the end of November and thus this was his last meeting of the Committee.

