

MEMBER SUPPORT AND DEVELOPMENT COMMITTEE

10 February 2021

Present: Mrs J James (Chair)
Councillor D Clements, Councillor K Doolin, Mrs S Hoss, Councillor
P Kidney, Councillor A Wilcox and Councillor M Williams.

(Virtual Meeting: 2.00pm – 3.35pm)

1. Apologies

Apologies for absence were received from Dr R Plummer and Councillor M James.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on 21 October 2020 were presented for confirmation and authentication.

It was **RESOLVED** that the minutes of the meeting held on 21 October 2020 be confirmed and authenticated.

4. Matters Arising from the Minutes

Wales Charter for Member Support and Development (Minute 5)

It was noted that with regard to the pilot 'buddying' project which formed part of the Authority's approach to satisfying Criterion B8 (Mentoring), an evaluation form had been sent for translation and would be circulated to those Welsh Government Members who had been part of the scheme in the near future.

NOTED.

5. General Update on Member Support and Development

The report of the Administration and Democratic Services Manager was in a number of parts, and with the agreement of the Chair, she took the second of these – the Training Plan – first.

As reported at the previous meeting, the Training Plan, which was appended to her report, had been adopted by the Authority in September 2020, and to date three activities had been arranged. Other elements were associated with site visits and these had been delayed during the current COVID-19 restrictions. Members were reminded that the Plan set out a rolling programme which would take place over Members' term of office.



Turning to the section on Personal Development Reviews it was reported that the process should start again in April to allow the training plan to be updated in the autumn. However the officer was aware that a number of Members planned to undertake their reviews before then, so she would send out the necessary paperwork in the next few weeks.

With regard to the Advanced Charter, it was reported that steady progress had been made in fulfilling the criteria and the updated Charter Criteria Checklist was appended to the report. Highlighting the updates since the last meeting, it was noted that a training session on the Code of Conduct and Scheme of Delegation had taken place on 3 February 2021 (criteria A2 and A3); the PDR process would commence shortly (criterion B2); the Calendar of Meetings 2021/22 would be considered by the Authority in March, and if possible this would identify the development sessions that would take place in the coming year. However it was noted that in some instances, Workshops would be identified and the session programme would be updated later in the year.

Criterion B5 referred to development activities being relevant and of high quality, and it was noted that feedback had been provided on a number of recent sessions and Members were encouraged to continue to provide this. Reference was also made in that criterion to the Member Support and Development Network hosted by the WLGA (Welsh Local Government Association), a meeting of which had recently been attended by the Chair and Administration and Democratic Services Manager. Prompted by a discussion regarding the stress experienced by elected Members who were supporting their communities during the COVID pandemic, Members would now be offered the opportunity to access the Authority's Employee Assistance Programme provided by Care First, a presentation on which had been made to a recent meeting of the Personnel Committee; details of how to access the scheme would be provided to all Members shortly.

Taking everything into account, it was now considered that the Authority was in a position to make a submission to the WLGA for Advanced Charter Status.

Members congratulated officers on the Training Plan and were supportive that an application be made for the Advanced Charter. It was questioned whether the figure of 55% of Members having undertaken a PDR was sufficient and the officer advised that the criterion required only that Members were offered a PDR and no take-up rate was set. Nevertheless as it would still be some months before a submission was made, there was still time for more Members to engage in the process.

Members also looked forward to the review of arrangements for Authority business (criterion C2) as it was believed that greater flexibility in the times of meetings could attract a more diverse membership.



The Chair thanked officers for their work, particularly in gathering the evidence for submission. Officers would contact the WLGA to seek their informal advice regarding the Authority's readiness before formal submission took place, and a detailed briefing would be provided to all Members prior to the assessment.

It was **RESOLVED** that:

- a) a recommendation be made to the National Park Authority that a submission be made to the Welsh Local Government Association for Advanced Charter status;
- b) progress made to date on the Training Plan be noted, and
- c) the 2021 Personal Development Review Process begin shortly.

The Minutes of this meeting were confirmed at the meeting of the Member Support and Development Committee on 14 July 2021 subject to the following amendments:

It was noted that there was a typographical error in the spelling of Park in resolution a) of the minutes.

