

Member Support and Development Committee

11 May 2022

Present: Mrs J James (Chair)
Councillor D Clements, Councillor K Doolin, Dr R Plummer and
Councillor A Wilcox.

[Mrs S Hoss joined the meeting during consideration of the Buddying
Scheme (Minute 5a) refers]

(Virtual Meeting: 2.00pm – 2.40pm)

1. Apologies

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

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on 2 February 2022 were presented for
confirmation and authentication.

It was **RESOLVED** that the minutes of the meeting held on 2 February
2022 be confirmed and authenticated.

4. Matters Arising

a) Advanced Charter (Minute 4a)

Confirmation of the date and time for presentation of the Advanced
Charter for Member Support and Development by the Welsh Local
Government Association had not yet been received, but the Chair
hoped to be available. She asked that the Administration and
Democratic Services Manager and Democratic and Executive Services
Assistant be present to take credit for the work undertaken.

It was noted that at the previous meeting, reference had been made to
production of a video by the three Welsh National Park Authorities
which provided an overview of their work, for use in the selection of
County Councillors to the Authorities. Members asked to receive a
link to the video, and the Administration and Democratic Services
Manager agreed to circulate this.

Noted.



b) Personal Development Reviews (Minute 4b)

The Chair asked whether a date for implementation of this year's Reviews had been agreed. The Administration and Democratic Services Manager said she believed that these should take place in September to allow the newly elected Councillors an opportunity to complete their initial induction programme, and this was agreed. Members felt that new Members had a lot to take in when they started, and that it would be better for all Members to undertake their Reviews at the same time later in the year.

Noted.

5. General Update on Member Support and Development

a) Buddying Scheme

Members were reminded that feedback on the Buddying pilot project had been presented to the meeting of the Committee held on 14 July 2021 and officers had been asked to review the scheme in the light of the feedback received. A revised buddying scheme was therefore appended to the report for Members' consideration.

One Member had provided some minor wording amendments prior to the meeting and it was agreed that these should be taken on board. Members also sought clarification on whether the Scheme would be compulsory, and they were advised that new Members would be encouraged to participate but informed that it was not compulsory. It was suggested that a reminder of the scheme and its benefits could be circulated after new Members had been with the Authority for three months.

It was **resolved** that the Buddying Scheme be adopted subject to the incorporation of the comments made.

b) Member Induction

It was reported that a number of new Members would be appointed to the Authority following the local government elections, and they would be provided with induction to acquaint them with how the Authority worked. A draft induction programme was appended to the report which set out the proposed timescale for delivery.

The Administration and Democratic Services Manager noted that while the programme might look onerous, in practice a number of sessions would be held jointly with Pembrokeshire County Council. With regard to the induction day held at Llanion, officers had taken on board feedback that previously too much information had been presented at one time, and it was therefore proposed to split the session, so that an introduction to the work of the two Directorates would take place on a separate occasion.



Again a number of detailed comments had been made on the draft programme prior to the meeting and as a result it was proposed to amalgamate the first two modules under the heading of “Effective Governance” to combine Development Management with governance more generally. It was also suggested that the Budget element of Performance Management be expanded to include financial compliance. A request was made for an “organogram” of the organisation, so that new Members could identify the most appropriate person to approach with a question, however the officer advised that due to the current re-structure it would not be possible to provide this straightaway, but it would be uploaded to the Members’ portal once it was available.

It was noted that, while it was hoped to meet the new Members in person, the induction would be offered virtually as well. It was suggested that it could also be recorded for the benefit of those not able to attend; the Democratic Services Manager would liaise with the IT Team to see if any recorded sessions could be made accessible via a training portal. The Chair hoped that it would be possible for new Members to be able to have a tour of Llanion and be able to meet key staff.

It was **resolved** that the Member Induction Programme be agreed, subject to the amendments outlined at the meeting.

c) Member attendance

It was reported that Member attendance in the year to date at meetings was 88% (target 75%), while attendance at training events was 62% (target 65%).

Noted.

The Minutes of this meeting were confirmed at the meeting of the Member Support and Development Committee held on 15 February 2023 without amendment

