

Member Support and Development Committee

15 February 2023

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

(Virtual Meeting: 2.00pm – 2.50pm)

1. Election of Chair

It was **unanimously resolved** that Mrs J James be elected Chair for the ensuing year.

2. Election of Deputy Chair

It was **unanimously resolved** that Dr R Plummer be elected Deputy Chair for the ensuing year.

[In the absence of the Chair, the Deputy Chair then took the Chair and presided over the remainder of the meeting.]

3. Apologies

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

4. Welcome

The Chair welcomed Anna Jones, who was Inclusion, Diversity and Governance Excellence Strategic Lead, working across all the Protected Landscapes in Wales. Her interest in attending the Committee related to Member training.

5. Disclosures

There were no disclosures of interest.

6. Minutes

The minutes of the meeting held on 11 May 2022 were presented for confirmation and authentication.

It was **RESOLVED** that the minutes of the meeting held on 11 May 2022 be confirmed and authenticated.

7. General Update on Member Support and Development

a) Member Induction Programme

It was reported that the seven new Members appointed to the Authority following the local government elections in 2022 had all received their core induction, together with some of the other elements and that all Members, both new and returning, had been invited to the sessions. It



was also noted that a Lead Member for cyber security had been appointed, and officers were currently trialling an online training package on this subject that would be rolled out to all Members in due course.

Members noted that much work had gone into the induction programme, and asked whether any evaluation had taken place. The Administration and Democratic Services Manager advised that a survey had been sent to all new Members and feedback had been positive.

Noted.

b) Contribution towards costs of care allowance

Members were reminded that they – as well as Co-opted Members – could claim for a contribution towards any costs of care that they incurred whilst undertaking their Authority duties. A policy setting out what could be claimed, and how to do so was before the Committee, and if agreed it would be uploaded to the Authority website. It was hoped that this would encourage prospective Members – Welsh Government, County Council, or co-opted - to apply when vacancies arose.

Members were pleased that awareness was being raised in relation to the assistance available, and were happy with the language and style of the policy. Officers noted that some Members were currently claiming for costs of care, and reassurance was provided that although the amount claimed was recorded in the annual Schedule of Member Remuneration, costs were not attributed to individual Members. It was suggested that a statement to this effect should be included within the policy.

It was **resolved** that the policy on contributions towards costs of care allowance be placed on the Authority's website, subject to inclusion of the above amendment.

c) Personal Development Reviews

It was reported that less than half the membership had undertaken their personal development review (PDR) to date. Members were reminded that the PDR was a useful tool for them to reflect on their role within the Authority and to identify any aspects that they might wish to strengthen in order to make them even more effective in their role.

The Chair encouraged all Members of the Committee to undertake their PDR, however it was noted that there was some duplication, both for Welsh Government appointed Members who had to undertake an annual appraisal, and Pembrokeshire County Council Members who



were encouraged to complete a learning needs analysis. It was suggested that consideration could be given to streamlining the system, possibly by doing the reviews at a different time of year, or PCC Members undertaking them in alternate years with the County Council.

Noted.

d) Training Plan

The current training plan was appended to the report and this provided an update on progress made to date against the plan. It was noted that the document would be updated following the return of Members' personal support plans, submitted as part of the PDR process.

One Member noted that some topics had no update and commented that it would be good to have an overall time plan for some of these items. The officer replied the Plan was a rolling programme, and that not all elements could be delivered in the year. Also additional items had been added in response to issues that had arisen, however further information could be provided in future reports.

Other Members noted that Members were responsible for their own development and greater use could be made of online modules, although it was also noted that Councillors undertook certain modules, such as Safeguarding, Data Protection and Cybersecurity, through Pembrokeshire County Council. Officers replied that sessions were arranged jointly with the County Council whenever possible and Councillors, in particular, were asked to highlight anything that may be of relevance to other Members.

Noted.

e) Member attendance

It was reported that Member attendance in the year to date at meetings was 93% (target 75%), while attendance at training events was 79% (target 65%).

Noted.

f) Thanks

Noting that this was the last meeting of the Committee before the retirement of the Administration and Democratic Services Manager, the Chair thanked her for her personal contribution towards Member support, and hoped that this ethos would be carried forward by her successor.



The Minutes of this meeting were confirmed at the meeting of the Member Support and Development Committee held on 14 June 2023 without amendment.

