

# MEMBER SUPPORT AND DEVELOPMENT COMMITTEE

21 October 2020

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

(Virtual Meeting: 2.45pm – 3.20pm)

## 1. Apologies

Apologies for absence were received from Dr R Plummer, Councillor A Wilcox and Councillor M Williams.

## 2. Disclosures

There were no disclosures of interest.

## 3. Minutes

The minutes of the meeting held on 29 July 2020 were presented for confirmation and authentication.

It was **RESOLVED** that the minutes of the meeting held on 29 July 2020 be confirmed and authenticated.

## 4. Matters Arising from the Minutes

### Member Development Training Plan (Minute 6)

The third paragraph on page four asked that an update be provided at the next meeting of the percentage of Members who had completed their Personal Development Reviews (PDR), and this was given as 55.6%. The Chair added that she would encourage those Members of the Committee who had not undertaken their PDR to do so, noting that she believed that during assessment for the Advanced Charter, Committee Members were more likely to be interviewed.

The Administration and Democratic Services Manager reported that she had spoken to Sarah Titcombe at the WLGA, as requested in the fourth paragraph on the same page, and she had advised that Charter Assessments were currently being carried out remotely, with all documents submitted electronically.

Finally it was reported that the Training Plan had been adopted at the September meeting of the National Park Authority, and it had included the additional training sessions identified at the previous meeting.

**NOTED.**



## **5. Wales Charter for Member Support and Development**

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.

The Administration and Democratic Services Manager thanked the Chair for her help in the ongoing revision of the document and drew Members' attention to the final column of the table which set out the additional work required.

Criterion A3 required all Members to have received training on the Authority Scheme of Delegation. A meeting would be arranged between the relevant officers to discuss the format of the training, with a view to holding a training session following a National Park Authority or Development Management Committee meeting before the end of 2020. One of the Members had raised with the Chair prior to the meeting that this training could seek to reinforce the strategic and challenge roles of Members versus the operational role of the Chief Executive.

Criterion B3 required that Members' programme of development opportunities was publicised in advance. Now that the training plan had been agreed, a timetable would be drawn up accounting for the availability of those providing the training. It was hoped that most sessions could be delivered virtually/online given the current restrictions.

Criterion B4 related to informing prospective and new Members of their roles and responsibilities and it was reported that the current information document would be revised and updated prior to the 2022 local government elections. One Member asked whether it was worth considering making any training mandatory so that Charter Status could be maintained. The Chair agreed to discuss the options for this with the Administration and Democratic Services Manager.

Evaluation of all training was required by Criterion B5 and it was agreed that an online platform such as Survey Monkey would provide the greatest likelihood of obtaining a response. It was suggested that the Workshop on Green Recovery held that morning would be a good candidate for obtaining feedback.

The Administration and Democratic Services Manager reported that attendance levels were high and the Chair was delighted to note that the target had been exceeded. These had been included in Criterion B6 as a result of the request by the Committee to monitor attendance. It was noted that holding virtual meetings had made it easier for Members to manage



their busy diaries and the high levels of attendance demonstrated Member engagement.

Criterion B8 related to mentoring, and it was reported that a pilot “buddying” project had been agreed by the Committee in July 2019. It was considered timely to evaluate that pilot before extending it to all Members of the Authority. The Administration and Democratic Services Manager agreed to send out an evaluation form.

It was reported that it was planned to undertake a survey of Members in respect of arrangements for meetings and Member support and facilities; this was covered by Criteria C2 and D3, however the commentary for the latter needed to be updated to advise that the survey would be undertaken in the current financial year.

With regard to Criterion D2, it was noted that additional narrative had been added regarding the delayed progress of a Members’ Intranet. Officers would continue to take this forward.

With regard to a timeline for submission of documents for assessment, Members agreed that if possible this should take place before the end of 2020, with assessment taking place early in 2021. The Chair wished to record the Committee’s support and enthusiasm for obtaining the Charter and advised that she would liaise with the Administration and Democratic Services Manager regarding submission. She advised that in addition to the documents to be provided as evidence for the individual criteria, the Assessors would want to interview Members, and she would ensure that a briefing was given prior to this.

Members wished to thank officers for their work in preparing the document and also for their ongoing support particularly in relation to the changeover to virtual meetings. It was also suggested that training sessions be held on tourism / the new Visit Pembrokeshire organisation and in relation to questioning techniques and it was agreed to add these to the Training Plan.

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 with a view to applying for the Advanced Charter by the end of 2020.

The Minutes of this meeting were confirmed at the meeting of the Member Support and Development Committee held on 10 February 2021 without amendment

