

MEMBER SUPPORT AND DEVELOPMENT COMMITTEE

6 May 2020

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

(Virtual Meeting: 12.10pm – 12.45pm)

1. Apologies

There were no apologies for absence.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on 6 November 2019 were presented for confirmation and authorisation.

It was **RESOLVED** that the minutes of the meeting held on 6 November 2019 be confirmed and authorised.

4. Matters Arising

a) Personal Development Review Framework (Minute 4a)

It was noted that unfortunately neither the Chair nor the Administration and Democratic Services Manager had been able to attend the Member Support Network meeting at which the questions of who undertook Personal Development Reviews and how feedback was collected in other Authorities was to have been raised.

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 drew Members' attention to the final column of the table which set out the additional work that was required and noted that this was, for the most part, in hand. However Members' attention was drawn to criterion B2 which required the majority of Members to undertake Personal Development Reviews (PDRs) annually. She advised that only a small number had taken place



this year to date and she encouraged Members to arrange these as soon as possible. Completion of the Personal Development Support Plans following the PDRs were necessary before a training plan could be prepared and it could be demonstrated that Members' needs were being met. She added that officers were happy to arrange meetings or help with the completion of the paperwork and that the deadline for completion had been extended until the end of May.

It was also noted that some additional text would be added to criterion C2 detailing the flexibility the Authority had shown by holding meetings virtually in response to the current lockdown due to Covid-19. One Member hoped that a meaningful review of the timing and means of holding meetings of the Authority would be undertaken in due course. Other Members agreed that now was a good time to review the way the Authority conducted its business to encourage remote attendance which could benefit both the Authority's carbon footprint and the ability of individuals to combine working or caring responsibilities with attendance at meetings. Officers advised that once the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 ceased to have effect in May 2021, the Authority was not permitted to have remote attendance at meetings under the Local Government Measure. However it was hoped that such attendance would be permitted under the Local Government and Elections (Wales) Bill currently progressing through the Welsh Parliament.

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.

