

# Member Support and Development Committee

06 December 2023

**Present:** Mrs S Hoss (Chair)  
Councillor D Clements, Mrs J James, Councillor M James, Dr R Plummer, Councillor S Skyrme-Blackhall, Councillor M Wiggins and Councillor R Jordan.

**Also in attendance:** Miss G Jones (Democratic Services Officer) and Mrs C Llewellyn (Democratic Services Manager).

(Virtual Meeting: 2.00pm – 2:43pm)

## 1. Apologies

Apologies for absence were received from Councillor A Wilcox.

## 2. Disclosures

Dr RM Plummer made a declaration as a Welsh Government Senior Independent Member for Public Appointments however she remained in the meeting and played a full part in the discussions.

## 3. Minutes

The minutes of the meeting held on 27 September 2023 were presented for confirmation and authentication.

On the proposal of Dr RM Plummer, seconded by Councillor D Clements, it was **RESOLVED** that the minutes of the meeting held on 27 September 2023 be confirmed and authenticated.

## 4. Action Log and Matters Arising

The action log was noted.

**Noted.**

## 5. Update on Member Support & Development

The Chair welcomed the Democratic Services Manager who presented an update on matters related to Member Support & Development including Welsh Government Performance Assessments, Personal Development Reviews, the Members' Training Plan, Welsh Government Training, Member Attendance and the Welsh Members' Seminar 2024.

### A) Welsh Government Performance Assessments / Personal Development Reviews / Training Plan

With regards to the Welsh Government Performance Assessments and Personal Development Reviews, the Democratic Services Manager



provided a further update regarding the completion figures and confirmed that she would circulate a reminder email to relevant Members in the new year. It was added that with more responses, the Officer would continue to develop the Members' training plan with the aim of presenting it to the next meeting of the Member Support and Development Committee.

Further to a discussion held in the previous meeting, the Officer confirmed that Members who had completed Cyber Security Training for Pembrokeshire County Council (PCC) would not be expected to also complete the Cyber Security Training provided by the Authority. It was added that every effort would be made in future to reduce duplication of training courses between PCC and the Authority. For the purposes of recording, Members were asked to inform the Democratic Services Manager once they had completed a relevant training course for PCC.

In order to encourage attendance, the Chair suggested that Member Training be included as a regular agenda item at future meetings to provide an opportunity to discuss training that had recently taken place along with details on how Members could access the training, for those who had not yet had the opportunity to do so, and this was noted by the Officer.

A Member commented that to understand the impact of training held in the past year, it would be helpful to have a summary of the responses provided by Members on their Personal Development Reviews of their views with regards to the training they had completed. The Officer agreed to provide this information to the next meeting.

B) Welsh Government Training

The report detailed the dates and times for three Welsh Government Training sessions and the Officer confirmed that more information regarding the content of the sessions had recently been received and would be circulated to Members.

A discussion ensued regarding the lack of consultation with Members from the Welsh Government regarding the content of the training and it was agreed that feedback on the training would be collated to provide to the Welsh Government.

C) Member Attendance

It was reported that Member attendance at training events was 53% which was an increase from the 50% attendance rate seen in the previous quarter. A Member asked whether attendance was recorded for Members who couldn't attend workshops or training sessions but watched the recording after. The Democratic Services Manager confirmed that at present, Members who watched training sessions or workshop recordings were not included in the attendance figures as the team had no way of



knowing whether Members had completed this unless the Member themselves informed the Authority. A discussion ensued regarding ways in which this participation could be recorded to ensure attendance of training was not being underreported and the Officer agreed to discuss the matter with the IT department to understand what could be done.

D) Welsh Members Seminar 2024

The Democratic Services Manager provided an update on the Seminar and a discussion ensued regarding lessons that had been learnt from past Seminars and Members thoughts were shared on ways in which the Seminar could be improved.

In response to a query raised, the Democratic Services Manager requested that Members views regarding the theme of the upcoming Seminar be submitted via email by the end of January 2024. It was confirmed that a further update on the matter would then be provided at the next meeting.

It was reported that the Chief Executive of the Authority had the intention of inviting the Minister for Climate Change to speak at the Seminar and Members suggested other potential guest speakers that were noted by the Officer.

**Noted.**

