

County Hall
Rhadyr
Usk
NP15 1GA

17th June 2014

Notice of Meeting:

Democratic Services Committee

Monday 23rd June 2014 at 2.00pm
Steve Greenslade Conference Room, County Hall, Usk

AGENDA

1.	To note the appointment of County Councillor D. Blakebrough as Chair of the Democratic Services Committee.
2.	Appointment of Vice Chairman.
3.	Apologies for absence.
4.	Public Open Forum.
5.	Declarations of Interest.
6.	To confirm and sign the minutes of the Democratic Services Committee dated 12 th May 2014 (copy attached)
7.	Purpose of the Democratic Services Committee, original report considered by committee 18 th July 2012 (copy attached)
8.	Wales Charter for Member Support and Development (copy attached)

9.	Promoting Local Democracy – update from the Local Democracy Manager
10.	Democratic Services Structure – from the Local Democracy Manager
11.	Update on tax on home to work mileage claims
12.	Engaging with Welsh Government – from the Chair
13.	Work Programme 2014/15 (copy attached)
	To discuss frequency of meetings and note the date and time of the next meeting as: <ul style="list-style-type: none">• Monday 1st September 2014 at 2.00pm.

Paul Matthews

Chief Executive

Democratic Services Committee Membership

Councillors: D. Blakebrough
P. R. Clarke
D. L. Edwards
D. Evans
R.G. Harris
A. Easson
S.G.M. Howarth
P. Jones
S. Jones
J.L. Prosser
V.E. Smith
S. White

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 12th May 2014 at 10.00 a.m.

PRESENT: County Councillor D. Evans (Chairman)

County Councillors: D. Blakebrough, D.L. Edwards, R.G. Harris, S.G.M. Howarth and V.E. Smith.

OFFICERS IN ATTENDANCE:

Mrs. T. Harry - Head of Democracy and Regulatory Service
Mrs S. King - Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P.R. Clarke, A. Easson, S. Jones, P. Jones, J. Prosser and S. White.

2. PUBLIC OPEN FORUM

There were no members of the public present.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

We resolved that the minutes of the meeting of the Committee held on 17th March 2014 be confirmed as a correct record and signed by the Chairman.

A query was raised regarding timescales for actions, particularly in relation to the report for member training. The Head of Democracy and Regulatory Services advised that a report would be considered at full Council in June, regarding Member Training and Development.

5. MINISTER REPORT ON DIVERSITY

We received the Report on Diversity, from the Welsh Government Minister for Local Government and Government Business, which had been circulated for member information.

The report followed a survey that had been undertaken which Monmouthshire County Council had contributed to.

During discussion we noted the following points:

**Minutes of the Democratic Services Committee
Dated 12th May 2014 - continued**

- A member advised that they had found the report interesting, particularly reasons surrounding diversity.
- We highlighted the importance of providing an environment where people feel comfortable and mentoring should be encouraged.
- It was recognised that the spectrum of politics had completely changed over the past years and the role was time consuming.
- Members were aware that there was significant time commitment required for both Male and Female Councillors, due to various reasons, such as family and carer responsibilities.
- A member highlighted that experience of post holders should be considered and elected members should reflect on what they would be able to offer.
- Concerns were expressed regarding communication and some members were dissatisfied that they did not feel as informed as they had previously been.
- Clarification was requested regarding responsibilities and delegated powers. The Head of Democracy and Regulatory Services advised that the scheme of delegation was included in the constitution and officers had been tasked with a review to ensure that it reflected relevant legislation and delegated powers.
- The decision making process was discussed, in terms of increased diversity and more contributions.
- Scrutiny had been developed significantly in the authority and operated effectively, it would offer influence on decisions, challenge and holding executive members to account. Members had a role in ensuring that appropriate questions were asked and that performance is as it should be.
- We noted that the Cabinet work programme was regularly produced and updated.
- The frequency of meetings, particularly scrutiny, raised concern amongst members and some members were frustrated as actions were not achieved through the call-in process.
- A member highlighted that some issues had been the subject of scrutiny and reports had not been accepted.
- The Audit Committee had received a report on collaborative working and it was felt that there was a missed opportunity that financial matters were not considered. It was clarified that the report was a Wales Audit Office thematic piece of work which had gathered the information, the response had been provided in relation to a whole list of partnerships, and was not specific to questions, main partnerships were listed within the report.
- We noted that the Assistant Head of Finance would propose a new format for financial reports. Discussions had been held, following concerns raised, that performance and financial information was not integral. It was anticipated that reports would be more integrated, however, this proved difficult due to timings and deadlines. A report would be submitted to Cabinet with revised reporting framework.
- There was a requirement to look at areas where skills were already available and it was requested that information within finance reports could be more up to date.
- Members were informed that finance reports would be tailored to the specific select committee and any issues pertinent to the committee would be summarised within the covering report.

Minutes of the Democratic Services Committee
Dated 12th May 2014 - continued

- The committee appreciated that reports were specific to the relevant select committee and that officers would bring forward any issues of concern.
- Committees would be provided with the information so that they can evaluate performance of a particular area. However, it was noted that there should be more effective feedback from members to their group.
- We discussed training for members, in terms of their roles at committee meetings and asking questions as part of the scrutiny process.
- Some attendance at some scrutiny meetings had been poor, we noted that representatives on committees would be nominated by political leaders and numbers of select committee members may be reduced.
- Officers advised that attendance at meetings should be addressed by group leaders and the decision on whether to attend a meeting would be decided by the individual.
- Members were informed that they would be supported by officers, but clarification was required regarding the areas where support was needed. **It was agreed to add an item to the future agenda for discussion.**
- Clarification was provided regarding number of staff within the Local Democracy section. We were advised that an organisation chart was being developed by the Information Management Officer.
- Concerns were expressed regarding the decreased number of staff within Democratic Services and that different officers had been attending scrutiny committees. There was no continuity and it was a requirement to remain focused.

6. FUTURE WORK PROGRAMME

We discussed items for the future work programme, as follows:

- Requirements for developing role of councillor.
- Concerns were expressed regarding the conditions within the Council Chamber, particularly in relation to sound and lighting. It was suggested that an exercise was undertaken, to gain views on the suitability of the building and chamber.
- We were advised that the issue had been discussed at Political Leaders group and members had not advised of any major issues. **We agreed that a questionnaire would be distributed to members for their views and that a Health and Safety assessment would be carried out by the Health and Well Being Lead Officer.**
- We noted that it would be beneficial if members sat in fixed positions at Council meetings and retained those seats for each meeting.
- **Questionnaire to go out, then item on next agenda. Lawrence to do H&S check on chamber.**
- It was requested that a question could be included within the survey regarding whether members had experienced any symptoms following a Council meeting e.g. I sickness, headaches, red eyes. Useful to ask if have experienced any of symptoms.
- **We agreed that future work should consist of 3 elements, 1) checking infrastructure is in place to support members, (linked with the**

**Minutes of the Democratic Services Committee
Dated 12th May 2014 - continued**

development charter) 2) how can we be more proactive in getting residents involved (engagement – involving residents and challenging policy) 3) how we can be more proactive in challenging Welsh Government who make decisions on behalf of Monmouthshire County Council residents.

- Discussions were held regarding involvement of the Welsh Government in Democratic Services Committee meetings. **We agreed for an item to be included on the next agenda, in relation to connections and engagement with Welsh Government.**

We discussed the frequency of meetings, currently held 6 weekly and it was suggested that meetings could be held quarterly, to ensure a more detailed agenda.

It was agreed to add an item to the next agenda.

Clarification was requested regarding the scheme of delegation. The Head of Democracy and Regulatory Services would contact the Monitoring Officer.

7. DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 23rd June 2014 at 2.00pm.**

The meeting ended at 11.40 a.m.

REPORT

SUBJECT:	Developing the Work Programme
MEETING:	Democratic Services Committee
DATE:	18th July 2012

1. PURPOSE:

To consider the role of the Democratic Services Committee.

2. RECOMMENDATIONS:

Members consider the terms of reference of the Democratic Services Committee as outlined in the guidance associated with the Local Government Measure and consider expanding this role in order to improve the democratic function of the council.

3 KEY ISSUES:

The Local Government (Wales) Measure 2011 required the Council to appoint a Democratic Services Committee. The statutory role of the new committee, as per the guidance, is limited to that of appointing the statutory role of Head of Democracy, based on a recommendation from the Chief Executive, and ensuring that the resources available to support the democratic function are sufficient, reporting to full council in this regard.

The guidance does not make any other suggestions regarding work load and indicates that frequency of meetings is at the discretion of the committee. If the committee fulfilled the role as identified then this could be achieved in one further meeting where both items are considered. However at the first council meeting, of the new administration, members asked that the DSC explore the issue of payment to members for expenses incurred on constituency business. In addition there are potentially other matters pertinent to the democratic function that could be considered by the committee for example member development that would expand the role of the committee, with the objective of improving the democratic function.

4. REASONS:

The Democratic Services Committee must establish its Terms of Reference in line with the guidance associated with the local Government Measure 2011.

5. RESOURCE IMPLICATIONS:

There are no resource implications associated with the content of this report

6. SUSTAINABILITY AND EQUALITY IMPACT

There are no sustainability impacts associated with this report. There is no significant equality impact associated with the content of this report

7. AUTHOR:

Tracey Harry – Head of Improvement and Democracy

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3.10 Each council must also establish a democratic services committee (DSC) to perform the following roles (section 11):

- carry out the local authority's function of designating the HDS;
- keep under review the provision of staff, accommodation and other resources made available to the HDS, in order to ensure that it is adequate for the responsibilities of the post;
- make reports to the full council in relation to these matters.

It is recommended that the Democratic Services Committee (DSC) has overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to members to carry out their functions. In addition to the list set out in paragraph 2.7 the DSC may consider adding some policy areas for which training is considered essential, such as planning or licensing.

2.10 The agreed, training and development opportunities could be contained within a published development strategy. The Welsh Local Government Association's Charter for Member Support and Development ("the Charter") could be used for guidance purposes by local authorities in developing their strategies. Local authorities may wish to consider the requirements to achieve the Charter when developing their strategies and programmes.

2.11 It may not always be the case that the reasonable training and development needs of local authority members can be met in-house. The development strategy could contain procedures for commissioning external bodies to provide training and local authorities are advised to liaise with the Welsh Local Government Association's (WLGA) member development officers if drafting such procedures. It is recommended that the DSC proposes the appropriate level of funding to be made available for the purchase of external training.

Local authorities to appoint democratic services committees

(1) A local authority must appoint a committee ("a democratic services committee") to—

- (a) exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),
- (b) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- (c) make reports and recommendations to the authority in relation to such provision.

(2) It is for a democratic services committee to determine how to exercise those functions.

12 Membership

(1) A local authority is to appoint the members of its democratic services committee.

(2) A local authority must secure that—

- (a) each member of its democratic services committee is a member of the authority;
- (b) no more than one of the members of its democratic services committee is a member of the authority's executive;

Local Government (Wales) Measure 2011 (nawm 4) 7

(c) in the case of a local authority which operates a leader and cabinet executive (Wales), the executive leader is not a member of its democratic services committee.

(3) The appointment of a person as a member of a democratic services committee has no effect if the membership of the committee breaches subsection (2) immediately after the appointment (whether or not by virtue of the appointment).

(4) In a case where one or more persons are to become, or to cease to be, members of a democratic services committee at a particular time, all those changes of membership are to be taken into account in determining whether the membership of the committee breaches subsection (2).

(5) A democratic services committee of a local authority is to be treated as a body to which section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) applies.

13 Sub-committees

(1) A democratic services committee—

(a) may appoint one or more sub-committees, and

(b) may arrange for the discharge of any of its functions by such a sub-committee.

(2) A sub-committee of a democratic services committee may not discharge functions other than those conferred on it under subsection (1)(b).

14 Proceedings etc

(1) A local authority is to appoint the person who is to chair the democratic services committee (who must not be a member of an executive group).

(2) If there are no opposition groups, the person who is to chair the democratic services committee may be a member of an executive group but must not be a member of the local authority's executive.

(3) A democratic services committee is to appoint the person who is to chair any subcommittee of such a committee.

(4) All members of a democratic services committee, or of a sub-committee of such a committee, may vote on any question that falls to be decided by the committee.

(5) A democratic services committee of a local authority, or a sub-committee of such a committee—

(a) may require members and officers of the authority to attend before it to answer questions, and

(b) may invite other persons to attend meetings of the committee.

(6) It is the duty of any member or officer of a local authority to comply with any requirement imposed under subsection (5)(a).

(7) A person is not obliged by subsection (6) to answer any question which the person would be entitled to refuse to answer in, or for the purposes of, proceedings in a court in England and Wales.

Local Government (Wales) Measure 2011 (nawm 4) 8

(8) A democratic services committee, or a sub-committee of such a committee, is to be treated as a committee, or sub-committee, of a principal council for the purposes of Part 5A of the Local Government Act 1972 (access to meetings and documents of certain authorities, committees and sub-committees).

(9) For the purposes of subsections (1) and (2), the expressions “executive group” and “opposition group” have the same meaning as in section 75.

15 Frequency of meetings

(1) A democratic services committee must meet once in every calendar year.

(2) The democratic services committee of a local authority must also meet if—

(a) the local authority resolves that the committee should meet, or

(b) at least one-third of the members of the committee requisition a meeting by one or more notices in writing given to the person who chairs the committee.

(3) It is the duty of the person who chairs a democratic services committee to secure that meetings of the committee are held as required by subsections (1) and (2).

(4) This section does not prevent a democratic services committee from meeting otherwise than as required by this section.

16 Discharging functions

(1) A democratic services committee may not exercise any functions other than its functions under this Chapter.

(2) In exercising, or deciding whether to exercise any of its functions, a democratic services committee, or a sub-committee of such a committee, must have regard to

guidance given by the Welsh Ministers.

17 Termination of membership on ceasing to be member of authority

(1) This section applies to a person (P) who is—

(a) appointed to be a member of a democratic services committee of a local authority, or of a sub-committee of such a committee, and

(b) is a member of the authority at the time of that appointment.

(2) If P ceases to be a member of the authority, P also ceases to be a member of the democratic services committee or sub-committee.

(3) But subsection (2) does not apply if P—

(a) ceases to be a member of the authority by reason of retirement, and

(b) is re-elected a member of the authority not later than the day of retirement.

(4) Subsection (3) is subject to the standing orders of the authority or the democratic services committee or sub-committee.

Local Government (Wales) Measure 2011 (nawm 4) 9

18 Reports and recommendations by head of democratic services

(1) The head of democratic services for a local authority must, as soon as practicable after preparing a report or making a recommendation under section 9(1)(h), send to each member of the authority's democratic services committee a copy of the report or recommendation.

(2) A democratic services committee must consider any report or recommendation sent to the members of the committee under this section at a meeting held not more than three months after copies of the report are first sent to members of the committee.

19 Reports and recommendations by democratic services committees

(1) A democratic services committee for a local authority must, as soon as practicable after it has prepared a report or made a recommendation under section 11(1)(c), arrange for a copy of it to be sent to each member of the authority who is not a member of the committee.

(2) A local authority must consider any report or recommendations at a meeting held not more than three months after copies of the report or recommendation are first sent to members of the authority.

20 Local authority functions not to be delegated

The functions of a local authority under sections 8(1), 11, 12(1) and (2), 14(1), 15(2)(a) and 19(2) are not to be delegated under section 101 of the Local Government Act 1972.

SUBJECT:	Wales Charter for Member Support and Development
DIRECTORATE:	Chief Executive's
MEETING:	Democratic Services Committee
DATE:	23rd September 2013
DIVISION/WARDS AFFECTED:	All

1. PURPOSE

- 1.1** To inform the Committee of the WLGA's Wales Charter for Member Support and Development, and to benchmark Monmouthshire against the Charter criteria.

2. RECOMMENDATIONS:

- 2.1** That the Democratic Services Committee draw up proposals for member development and support in line with the "Wales Charter for Member Support and Development."

3. KEY ISSUES:

- 3.1** The 'Wales Charter for Member Support and Development' is published by the Welsh Local Government Association. The aim of the Charter is to ensure that members are provide with the support to enable them effectively to fulfil the requirements of their office.

- 3.2** The Charter provides a benchmark for member support and development in the following areas;

- Constitutional arrangements
- Member Development
- Member Support
- Member Facilities

- 3.3** This includes, in practical terms, the following:

- Role descriptions (or job descriptions) for members
- The adoption of a Member Learning and Development Strategy
- Arrangements are in place for all members to be offered a Personal Development Review
- A development programme for all Councillors is in place and all members are able to access development opportunities equally
- All new members to be provided with an induction
- Members to be offered the opportunity for mentoring
- Officer support is provided for member development, support and scrutiny
- Members to be provided with adequate support from the organisation eg. access to ICT and office accommodation.

- 3.4** Amongst the most important elements in the Charter is the adoption of a Member Development Strategy, based on:

- Role descriptions for members

- Personal Development Reviews for members, as an opportunity to review progress against the role description, and identify further development needs.
- A personalised development programme for each member based on needs identified in the personal development review.
 - An outline Strategy is attached as appendix A

4 THE WAY FORWARD

- 4.1** The Council has made progress in a number of areas eg member induction; role descriptions for individual councillors and Select Committee Chairs; and training for Chairs, but there is a need for a more systematic approach based on a strategy, including the adoption of role descriptions for all office holders and annual reviews to identify development needs.
- 4.2** The Committee is invited to consider applying for the Wales Charter for Member Support and Development, recognising that this would be a means to improving member development and support, and not an end in itself.
- 4.3** Application for the Wales Charter for Member Development and Support would provide a route map towards improved member development and support. A self-assessment framework, measuring Monmouthshire's current provision against the Charter, is attached as appendix B.

5. RESOURCE IMPLICATIONS

These can be met from within existing resources eg the Members' Courses and Conferences budget

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Draft
MONMOUTHSHIRE COUNTY COUNCIL
MEMBER DEVELOPMENT STRATEGY

1. THE ROLE OF COUNCILLORS

Monmouthshire County Councillors fulfil the following roles:

- Ward representation
- Cabinet members
- Decision making e.g. Planning and Licensing Committees
- Overview and scrutiny
- Partnership working and community leadership.

2. MEMBER DEVELOPMENT AND SUPPORT

There is growing recognition of the importance of elected member development and support in local government. Factors behind this trend include:

- Changing member roles and accountabilities (e.g. Cabinet and Scrutiny Members)
- The gradual (professionalism) of member roles with special responsibilities
- The increased demands and complexity of all members' roles.

the Independent Remuneration Panel, have stated that *“the governance, scrutiny and regulatory duties incumbent upon a councillor in modern local government require continuous quality and improvement. As a result, councillors should be prepared to undertake such training and personal development opportunities as are necessary to acquire the competencies required to properly discharge the duties for which they are remunerated.”*

3. AIM OF THE STRATEGY

Monmouthshire County Council is committed to supporting members as ward representatives, cabinet members, decision makers, overview and scrutiny members, community leaders and in partnership working, so as to enable them effectively to fulfil their roles.

4. PRINCIPLES OF THE MEMBER DEVELOPMENT STRATEGY

The Strategy will:

- Be led by Members
- Recognise the differing roles of individual Members and endeavour to provide support and development appropriate to those roles
- All newly elected members will be inducted into the Council and their roles

5. IMPLEMENTATION

- Role descriptions will be developed by Monmouthshire members to reflect the characteristics of being a Councillor in Monmouthshire.

- Each Member will be offered an annual personal development review at which they will be given the opportunity to identify training and development and support needs. All members receiving Senior Salary will be expected to attend such a review.
- Each Committee will also be given the opportunity to identify training and development needs to ensure that the Committee operates effectively and that each Member is able to operate to their full potential.
- An ongoing member development programme will be drawn up based on development and training needs identified in the personal development reviews and by each Committee.

6. **WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

The Council will apply for the Wales Charter for Member Support and Development recognising that this will be a means to improving member development and support and not an end in itself.

WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT - SELF ASSESSMENT FRAMEWORK

A. The Council operates modernised constitutional arrangements.	Requirement	Monmouthshire	Action
1. Members are supported with role descriptions.	<p>Role descriptions are adopted for the:</p> <ul style="list-style-type: none"> • Leader • Deputy Leader • role of the executive member • scrutiny member • chair of scrutiny • chairs of statutory and area committees. 	<p>The Council has agreed role descriptions for Select Committee Chairs. Democratic Services Committee has recommended a role description for councillors-to be confirmed by full Council.</p>	<p>Role descriptions need to be drawn up and agreed by members</p>
2. Office holders receive regular personal support and development interviews.	<p>Personal support and development interviews which are:</p> <ul style="list-style-type: none"> • based on role descriptions • contribute to personal development plans • undertaken by senior members <p>are in development for all members in receipt of a special responsibility allowance.</p>	<p>Annual reviews of Cabinet members by the Leader, although the process is informal.</p>	<p>All members should be given the opportunity to identify further training and development needs, through an annual review</p>
3. Accessibility arrangements made for the business of the council are flexible and allow members to participate fully, taking into account employment, family and caring responsibilities.	<p>A review of the arrangements for council business has taken place and as a result, meeting times, timings and venues reflect the needs of members as closely as possible.</p>	<p>A review of the timing of meetings has taken place. The Council has decided that it is up to each committee to determine the timing of their meetings, although most continue to meet during the day.</p>	<p>Keep under review</p>

4. Members undertake their duties according to high standards of conduct.	All members have received training and development in the detail of the local Code of Conduct.	A seminar on Code of Conduct was held following the elections in 2012, but not all members attended.	Further training to be arranged
5. The constitution itself supports strong corporate governance by clearly defining the role of the different member functions and their interrelationship.	<ul style="list-style-type: none"> All members have received training on and understand the contents of the constitution. It clearly sets out the roles and responsibilities of the member committees and individual members and officers. 	Some members have received some training on elements of the constitution eg scrutiny, code of conduct issues.	Further training sessions to be arranged following adoption of the new constitution.
B. Member Development	Requirement	Monmouthshire	Action
1. A Member Learning and Development Strategy has been adopted.	<p>A local Member Development Strategy is in place. The Strategy sets out the approach that the authority takes to member development. It includes:</p> <ul style="list-style-type: none"> a commitment to undertaking development needs analyses which identify the local and national, collective and individual development needs of all members. a commitment to creating personal support plans for members within 6 months of their Charter submission. a commitment to responding to the development needs of members identified in their personal support and development interviews. 	<p>There is a draft Strategy</p> <ul style="list-style-type: none"> Role descriptions for members, especially office holders Personal Development Reviews for members, as an opportunity to review progress against the role description, and identify further development needs. A personalised development programme for each member based on needs identified above. 	Strategy needs to be approved by the Democratic Services Committee.

2. A development programme for councillors is in place with a mechanism for its annual review.	An annual development programme informed by the member development strategy is in place.		This would need to be included in the Member Development Strategy.
3. Prospective candidates, candidates and new members are informed of their potential role and responsibilities.	<ul style="list-style-type: none"> The Council uses the national guidance and support materials available for candidates and prospective candidates. All new or returning members are provided with a programme of induction. 	The Council distributed the WLGA publication prior to the elections	
4. Development activities are appropriate	Learning activities are provided in appropriate styles and settings based on identified learning needs and styles of the individuals and teams.	Induction activities based on seminars.	Need to ask members for their preferred form of delivery.
5. There is a clear responsibility for leading the programme, driving the strategy and monitoring the outcomes.	A member “champion” and member development working group made up of members and officers is in place to sponsor the strategy and programme.	Officer responsibility shared between Personnel(Corporate Training) and Democratic Services. Member Development included in the Leader’s portfolio Informal working Group.	
6. Resources are identified and provided for member development within the Charter framework.	Dedicated resources are identified and provided for member development activities as defined within the Charter.	Within the overall training budget about 5k has been approved .	
7. All councillors are made aware of, guided to, and are able to access the	<ul style="list-style-type: none"> The annual development programme is planned and publicised in advance. 	Some member development has been planned eg Induction,scrutiny	Need annual development programme based on needs identified by members through

<p>development activities equally.</p>	<ul style="list-style-type: none"> • Individual members and teams are encouraged to attend particular activities. • The timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities. 		<p>personal development reviews</p>
<p>8. The development provided is of a sufficiently high quality.</p>	<p>The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities.</p>	<p>Induction programme delivered mainly in house.</p>	<p>Need to develop systematic approach.</p>
<p>9. Councillors make a commitment to participate in the mutually agreed number of activities per year.</p>	<ul style="list-style-type: none"> • Members agree to participate in a certain amount of development per year according to their role, needs and experience. • Every member will participate in some activities but the overall quantity will vary. 	<p>Training and development takes place at the moment without any formal commitment by members</p>	<p>This would flow from having a Member Development Strategy.</p>
<p>10. The authority and members work together to create an environment of learning and development.</p>	<p>It is widely understood that it is a members' right and responsibility to receive the essential development that they need.</p>	<p>This is understood for newly elected members, as evidenced by the Council's Induction Programme.</p>	<p>Need to affirm that learning and development is not just for new members.</p>
<p>11. Members are offered the opportunity to be mentored by member peers.</p>	<p>The authority is exploring the needs of members to be mentored.</p>	<p>Some mentoring takes place through the political groups.</p>	<p>Is external mentoring appropriate? Are there any Member Networks which offer support to members?</p>

C. Member Support services	Requirement	Monmouthshire	Action
1. Officer support is provided for all the member functions.	Every member committee, panel, forum etc. has officer support provided. Members are also supported in their constituency work.	Available via Member's Secretary and Democratic Services; some members prefer to take up casework with the Area Offices or direct with the service departments.	Need to develop officer roles so as to support members in their roles, eg training, officer networks to share best practice.
2. Dedicated support is available for Overview and Scrutiny.	Overview and Scrutiny committees have dedicated support from officers who can research independently of the management structure.	There is a dedicated Scrutiny Manager's post.	See above.
D. Member Facilities	Requirement	Monmouthshire	Action
1. All members are provided with adequate access to ICT.	<ul style="list-style-type: none"> • Hardware, 'office' packages, the Internet email and the Intranet are available for all members. • Basic training is provided in its use and help desk facilities are available. 	Yes. Yes-all members have been offered further IT training.	To review annually members IT training and support needs.
2. Library and intranet facilities are provided.	A Library of hard copy and / or electronic information, dedicated to member needs, is provided as part of the information and research support.	Yes	Do members use the library?

<p>3. A location and facilities where members can work in privacy, undisturbed by the council is provided.</p>	<ul style="list-style-type: none"> • Shared areas such as member rooms are made available for each political group. • Private rooms are also available for use for meetings. • Senior office holders have access to offices. • Leaders and deputies have their own office. 	<p>Political Groups have offices. There is a Cabinet Office.</p>	
<p>4. Telephony services.</p>	<p>Facilities to make and receive calls in private are provided for all councillors together with call referral and handling.</p>	<p>Telephones in Political Group Offices and Members' Lounge. There is some call referring and handling.</p>	

Item	Purpose	Reporting Arrangements
Annual Reports for members	To help members to report their achievements and activities during the year as required under the Local Government (Wales) Measure.	Annually
Wales Charter for Member Support and Development	To draw up proposals for member development and support in line with the “Wales Charter for Member Support and Development”	Report to Full Council 26 th June 2014
Promoting the role of Councillors	What do members need to undertake their role and how can officers provide support	23 rd June 2014
Provision within Council Chamber	Views on working and attending meetings in the Council Chamber. Questionnaire to be circulated to members and issue considered at a future meeting.	1 st September 2014
Support infrastructure for members	Linking with the Welsh Charter for Development, ensuring members have the appropriate support	TBC
Engagement with residents	How can Monmouthshire County Council improve this and be more proactive	TBC
Welsh Government Decisions	Being more proactive in challenging decisions that are made on behalf of Monmouthshire County Council residents	TBC

Democratic Services Committee Work Programme 2014/15

On-going Items:

Scrutiny - We resolved that the Democratic Services Committee be asked to prepare a report on the way forward for the Scrutiny function and the Scrutiny committees, taking account of the report to be produced by the Wales Audit Office, and report back to Council this year (reference from Council 10th January 2013)

Fully support non-executive role of councillors.

Undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.

Review of Constitution – Special Council meeting to be held 8th July 2014 to consider.

Dates of meetings:

23rd June 2014

1st September 2014

13th October 2014

24th November 2014

5th January 2015

9th February 2015

16th March 2015

11th May 2015