

Appendix B

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.	Role descriptions are adopted for the: <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. 	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.	Role descriptions need to be drawn up and agreed by members
2. Office holders receive regular personal support and development interviews.	Personal support and development interviews which are: <ul style="list-style-type: none"> • based on role descriptions • contribute to personal development plans • undertaken by senior members are in development for all members in receipt of a special responsibility allowance.	Annual reviews of Cabinet members by the Leader, although the process is informal.	All members should be given the opportunity to identify further training and development needs, through an annual review
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.	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.	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.	Keep under review

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>	