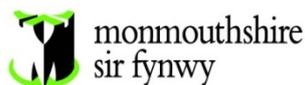


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Thursday, 27 August 2015

**Notice of meeting / Hysbysiad o gyfarfod:**

## **Democratic Services Committee**

**Monday, 7th September, 2015 at 2.00 pm,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
1.	Apologies for absence.	
2.	Public Open Forum.	
3.	Declarations of Interest.	
4.	To confirm and sign the minutes of the Democratic Services Committee dated 29th June 2015 (copy attached).	1 - 6
5.	'Modern.Gov' demonstration - J. Pearson.	
6.	<b>Referral from Economy and Development Select Committee meeting 29th July 2015:</b>  <i>With regards to people who felt they influenced decisions affecting local areas, performance indicators from the National Survey for Wales had decreased to 21%, ranking Monmouthshire County Council as 9<sup>th</sup> amongst local authorities. Services needed to understand where improvements should be made'</i>	
7.	<b>Consultation Document - Draft Directions to the Local Democracy and Boundary Commission for Wales- J. Pearson.</b>	7 - 16
8.	<b>Democratic Services Work Programme (Charter attached) - T. Harry.</b>	17 - 22
9.	<b>Referral from full Council meeting 30th July 2015: 24/7 support from SRS - T. Harry.</b>	

**Paul Matthews**  
**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
D. Edwards  
D. Evans  
R. Harris  
P. Jones  
S. Jones  
J. Marshall  
J. Prosser  
V. Smith  
F. Taylor  
A. Webb

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## 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
- Maintaining locally accessible services

### 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.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

# Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of the Democratic Services Committee held in the Council Chamber, County Hall, Usk on 29<sup>th</sup> June 2015 at 2.00 p.m.

**PRESENT:** County Councillor D. Evans (Chairman)

County Councillors: R.J. Higginson, D.L. Edwards, R.G. Harris, F Taylor, J.L. Prosser, V.E. Smith and A. Webb.

#### **OFFICERS IN ATTENDANCE:**

Mrs T. Harry	-	Head of Democracy and Regulatory Services
Ms E. Jackson	-	Digital Projects Manager
Mr J. Pearson	-	Local Democracy Manager

#### **1. APOLOGIES FOR ABSENCE**

None

#### **2. PUBLIC OPEN FORUM**

None

#### **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 11<sup>th</sup> May 2015 be confirmed and signed as an accurate record.

#### **5. ACTION PLAN FEEDBACK**

The chair thanked Councillor Debbie Blakebrough for her contribution to the Democratic Services Committee through last year.

The Head of Democracy and Regulatory Services provided an update in relation to the streaming of meetings within the reception area and that the technical issues are still ongoing and possible solutions being investigated.

The Local Democracy Manager confirmed that community and town councils are now included on the distribution list for meetings of the Council.

It was acknowledged that the requests for work in relation to the council chamber have now been completed with the exception of the heating which is still under review.

The committee received an organisation structure with officer responsibility and contact details. The committee discussed the level of content to be included and requested 20 key contact details for core services. A councillor requested that officers are informed to check their details held against the contact card in outlook to ensure the details are correct.

**Minutes of the Democratic Services Committee  
Dated 29<sup>th</sup> June 2015 - continued**

Councillors discussed the recent trial of Full Council being held at 5pm instead of 2pm and what the next stage of the process is now the trial has finished. The Head of Democracy and Regulatory Services informed the committee that a report will be presented to the next Full Council evaluating the trial with the feedback of members included.

Members also discussed the possibility of changing the microphone stem to longer or extendable options as sometimes members cannot be heard properly through the live streaming. The Local Democracy Manager will evaluate the options and report back to the committee.

**6. Election of Vice Chair**

Due to the vice chair no longer sitting on the committee, an election of a new vice chair was needed. Councillor R.J Higginson proposed Councillor R. Harris as Chair, seconded by Councillor J. Prosser. Councillor R. Harris was appointed as vice chair of the committee.

**7. ICT UPDATE**

Members received the report from the information management officer in relation to ICT issued raised at the previous meeting.

**8. CONSTITUENCY MANAGEMENT SOFTWARE**

The committee received a video demonstration of a potential software solution to assist members in managing their case work. An update of this particular package is due in September when a free trial should be available for councillors to use and evaluate the usefulness of the package for them. Members sought clarification on solutions used by other local authorities, whether a nationwide solution is available or whether it is something our internal ICT section could develop. It was agreed to wait until the trial is available and revisit the issue following its release.

**9. APPOINTMENT OF DEMOCRATIC SERVICES OFFICER – UPDATE**

The Head of Democracy and Regulatory Services confirmed an appointment had been made and will be commencing with the authority from the end of July 2015.

The Chair of the committee, who formed part of the interview panel, commented on the high calibre of candidates interviewed.

**10. SUMMARY OF COMMITTEE'S ACHIEVEMENTS 2014/15**

Item deferred to the next meeting of the committee as further information needed from the chair of the committee for that period.

**11. ANY OTHER BUSINESS**

**Minutes of the Democratic Services Committee  
Dated 29<sup>th</sup> June 2015 - continued**

Councillor F. Taylor reinforced the work that herself, Councillor S. Jones and Councillor D. Blakebrough are undertaking with the Welsh Government in relation to promoting diversity in local government and encouraging candidates from diverse backgrounds to stand for election in 2017. She informed the committee that there is a mentoring scheme open to residents from diverse backgrounds and encouraged members to provide her with details of anyone within their area who would benefit from the scheme.

It was noted that Councillor P. Hobson is the authorities Diversity Champion and should be invited to future meetings of the committee where any issues around diversity are to be discussed.

Councillor J Prosser raised a query in relation to the Community Charter that both the County Council and Community and Town Councils signed up to and what progress has been made in relation to the charter. The Head of Democracy and Regulatory Services confirmed that the committee will invite the Head of Policy and Performance to the next meeting to provide an update.

Councillor D.L Edwards queried whether a protocol existed between staff and councillors to ensure that officers respond to councillors in a reasonable period of time and highlighted a number of issues he currently has where there has been a significant delay in receiving a response from officers. Councillor F. Taylor agreed and confirmed that she attends authorities induction programme for new employees and highlights the issue when discussing the role of councillors. The Head of Democracy and Regulatory Services confirmed that the authorities customer care standards apply from officers to members of the public as well as Councillors and that a reminder will be sent to all staff to highlight their responsibility.

Councillor D.L Edwards raised concerns around members health and safety, particularly with the use of ICT, with the Council moving to paperless meetings and members relying more on the use of ICT. The Head of Democracy and Regulatory Services confirmed that risk assessments are carried out for officers and free eye tests are provided by the authority and that information could be circulated to members.

The Chair raised a final point in relation to the alteration of dates for meetings and requested Chairs of other meetings to consult the council diary before confirming any changes in meetings to ensure that there isn't a clash of meetings that members should attend.

**The meeting ended at 15:35**

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**Agenda Item 5**  
**Democratic Services Actions**  
**June 2015**

<b>Minute Item</b>	<b>Subject</b>	<b>Officer</b>	<b>Outcome</b>	<b>Status</b>	<b>Timescales</b>	
<b>Page 5</b>	<b>5. Action Plan Feedback</b>	Report back to Democratic Services Committee regarding the outcome of the meeting with the designer, contractor and MCC Officers re: heating and air conditioning Meeting display board in Usk Reception and streaming of meetings.	M. Long / R. O'Dwyer	Awaiting further information	Ongoing	Next meeting of the committee
		Contact Details	T. Harry	Technical issues preventing further progress but still being explored	Ongoing	T Harry to provide update at next meeting
		Summary of Achievements	J Pearson	Further develop existing structure	Ongoing	J Pearson to provide at next meeting
			CLlr Blakebrough	Awaiting further information from Councillor. Invite councillor to present at next meeting	Ongoing	Invite Councillor to next meeting of
		Officers requested to check the contact details held against them within outlook to ensure their details are up to date	J. Pearson / E. Jackson	Information Management working with Digital Champions to review information	Complete	
		Replace the existing microphones in the Council Chamber with longer/extendable stems	J. Pearson	Checking what is available and will report back	Ongoing	Update on options at next meeting
		Invite the Head of Policy and Performance to next meeting to provide update on progress with Community Charter	Democratic Services			Next Meeting of the Committee
		Distribute H&S information to members in relation to ICT	J Pearson	Information Sent	Complete	
		Distribute reminder to all staff in relation to customer care standards	T Harry			
<b>Additional Items from previous meetings</b>	Engagement with Welsh Government	Democratic Services / Chair				
	Youth Engagement / Diversity in Local Government	CLlr Blakebrough / CLlr S Jones / CLlr F Taylor				

**Agenda Item 5  
Democratic Services Actions  
June 2015**

	Councillor Case Management Software	J Pearson	Possible solution identified but not available until September 2015	Ongoing	To be re-visited following release of trial software for members in September 2015.
	Invite Councillor P. Hobson as Diversity Champion to future meetings where Diversity issue are to be discussed	Democratic Services	As items are included on the agenda invite Diversity Champion		As required for future meetings.



Welsh Government

## Consultation Document

# Draft Directions to the Local Democracy and Boundary Commission for Wales

Date of issue: 17 August 2015

Action required: Responses by 9 November 2015

## Overview

We are seeking your views on the Draft Directions to the Local Democracy and Boundary Commission Wales.

As part of its programme of local government reform, the Welsh Government will require the Local Democracy and Boundary Commission Wales to conduct reviews of electoral arrangements for proposed new local authority areas.

This consultation seeks your views on the detail of the Draft Directions, including thoughts on council size and the ratio of electors for each elected member.

## How to respond

Please respond using the form at the end of the document and either send in hard copy to the address below or by email to: [RLGProgramme@wales.gsi.gov.uk](mailto:RLGProgramme@wales.gsi.gov.uk).

If you are sending your response by email, please mark the subject of your e-mail: Directions to the LDBCW Consultation

## Further information and related documents

Large print, Braille and alternative language versions of this document are available on request.

## Contact details

For further information:

Reforming Local Government Programme  
Welsh Government  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

email: [RLGProgramme@wales.gsi.gov.uk](mailto:RLGProgramme@wales.gsi.gov.uk)

telephone: 029 2082 6202

## Data protection

### How the views and information you give us will be used

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Government staff to help them plan future consultations.

The Welsh Government intends to publish a summary of the responses to this document.

We may also publish responses in full.

Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Government.

This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

## **Introduction**

The purpose of this consultation is to seek views on the Draft Directions to the Local Democracy and Boundary Commission for Wales (“the Commission”).

The Local Government (Wales) Bill 2015 is currently being considered by the National Assembly for Wales. The provisions of the Bill allow for preparatory work to enable a programme of local government mergers and reform. This includes giving the Welsh Ministers powers to direct the Commission to conduct initial reviews of the electoral arrangements for the proposed new local authority areas.

The map of proposed new local authority areas, including the two options for North Wales, was published by the Minister for Public Services on 17 June and it forms the basis of the Draft Directions to the Commission. We are not, in this consultation, seeking views about the map. That opportunity will arise during a consultation on a Draft Local Government Bill planned for the autumn.

## **Directions to the Commission**

Following this period of consultation and the enactment of the Bill, the Minister for Public Services will issue a further draft of the Directions for a short formal consultation. Once final Directions are issued, the Commission will be able to start work to identify the most appropriate electoral arrangements for the proposed new local authorities in Wales.

As outlined in section 18 of the Bill, the Commission “must seek to ensure effective and convenient local government in Wales”. It must propose wards that are coherent and strike a balance between building an effective and capable body of elected members while maintaining a close connection between local communities and those who represent them.

The Welsh Government recognises the specialised nature of the Commission’s work and its expertise in conducting electoral reviews. The Commission will need to use its own judgement to take account of the particular characteristics of an area and the impact these may have on the elected member for each ward. There is also no intention to specify to the Commission the order in which it should conduct its reviews, although the deadline for making the last report will be 31 July 2018.

## **Powys**

Powys is not included in the programme of electoral reviews because the Welsh Government’s proposals do not envisage it merging with another local authority - it is proposed that it will remain as a “continuing authority”.

The electoral arrangements in Powys were most recently reviewed in 2011; however, the recommendations from that review have not yet been

implemented. The Welsh Government, therefore, intends to implement the recommended arrangements in time for the local elections in 2017.

These Draft Directions allow the Commission to recommend a lesser number of elected members for a new local authority area than there will be in Powys in 2017 following the recommendations of the Commission's review in 2011. Following the programme of local government reform, the Commission will recommence its routine of 10 year cycles of electoral reviews for local authorities and will begin this new round with Powys.

## **Directions**

We would welcome views from a wide range of our stakeholders on the Draft Directions and, in particular, on the following issues.

Note: The General Directions include provisions to which the Commission must have regard. They are not to be interpreted as rules and should be read in conjunction with sections 16 to 18 of the Local Government (Wales) Bill 2015.

### **Number of elected members per local authority area**

In recognising the increase in size of local authorities when merged together, the Minister for Public Services has announced that the cap of the maximum number of 75 elected members per local authority will be removed. The Directions do not specify a maximum or minimum number of elected members but they specify that the number of councillors for a local authority should be no smaller than the number produced by a councillor to elector ratio of one councillor to every 4,000 electors.

- **Question 1: Do you think the suggested ratio provides for effective and convenient local government?**
- **Question 2: Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority? If so, what is it and why?**
- **Question 3: Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?**
- **Question 4: Do you think that there should be a cap on the maximum number of elected members per local authority? If so, what do you think the maximum number should be and why?**
- **Question 5: Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?**

### **Particular characteristics of a ward**

The Draft Directions specify that the Commission must consider the particular characteristics of a proposed local authority area when reviewing the warding arrangements. Particular characteristics may include density of population in an area, the mixture of Welsh and English speaking communities and the geography of an area or issues such as poverty.

- **Question 6: What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?**

### **Naming of wards**

The Commission is tasked with proposing names for each ward. It is expected that commonly used and locally accepted Welsh language names will be used. Where there is no commonly used Welsh language name for a ward, the Commission must also propose an English language equivalent.

- **Question 7: Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent? If not, do you think that each ward should have an English and Welsh name?**

## Consultation Response Form

Name:

Email:

Telephone:

Address:

Postcode:

Organisation  
(if applicable)

### Returning this form

The closing date for replies is **9 November 2015**

Please send this completed form to us by email to:

**RLGProgramme@wales.gsi.gov.uk**

Or by post to:

Reforming Local Government Programme  
Welsh Government  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

If you are sending your response by email, please mark the subject of your e-mail: **Directions to the LDBCW Consultation**

**Question 1. Do you think the suggested ratio provides for effective and convenient local government?**

Yes   
No

**If no, please explain:**

**Question 2. Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority?**

Yes   
No

**If yes, what is it and why?**

**Question 3. Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?**

Yes   
No

**Give reasons for your response:**

**Question 4. Do you think that there should be a cap on the maximum number of elected members per local authority?**

Yes   
No

**If yes, what do you think the maximum number should be and why?**

**Question 5. Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?**

Yes   
No

**Give reasons for your response:**

**Question 6. What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?**

**Question 7. Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent?**

Yes   
No

**If no, do you think that each ward should have an English and Welsh name?**

Yes   
No

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Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tick here:

## 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"> <li>• Leader</li> <li>• Deputy Leader</li> <li>• role of the executive member</li> <li>• scrutiny member</li> <li>• chair of scrutiny</li> <li>• chairs of statutory and area committees.</li> </ul>	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
Office holders receive regular personal support and development interviews.	Personal support and development interviews which are: <ul style="list-style-type: none"> <li>• based on role descriptions</li> <li>• contribute to personal development plans</li> <li>• undertaken by senior members</li> </ul> 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"> <li>All members have received training on and understand the contents of the constitution.</li> <li>It clearly sets out the roles and responsibilities of the member committees and individual members and officers.</li> </ul>	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>B. Member Development</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
Page 18 1. A Member Learning and Development Strategy has been adopted.	A local Member Development Strategy is in place. The Strategy sets out the approach that the authority takes to member development. It includes: <ul style="list-style-type: none"> <li>a commitment to undertaking development needs analyses which identify the local and national, collective and individual development needs of all members.</li> <li>a commitment to creating personal support plans for members within 6 months of their Charter submission.</li> <li>a commitment to responding to the development needs of members identified in their personal support and development interviews.</li> </ul>	There is a draft Strategy <ul style="list-style-type: none"> <li>Role descriptions for members, especially office holders</li> <li>Personal Development Reviews for members, as an opportunity to review progress against the role description, and identify further development needs.</li> <li>A personalised development programme for each member based on needs identified above.</li> </ul>	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"> <li>The Council uses the national guidance and support materials available for candidates and prospective candidates.</li> <li>All new or returning members are provided with a programme of induction.</li> </ul>	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"> <li>The annual development programme is planned and publicised in advance.</li> </ul>	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"> <li>• Individual members and teams are encouraged to attend particular activities.</li> <li>• 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.</li> </ul>		<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>Councillors make a commitment to participate in the mutually agreed number of activities per year.</p>	<ul style="list-style-type: none"> <li>• Members agree to participate in a certain amount of development per year according to their role, needs and experience.</li> <li>• Every member will participate in some activities but the overall quantity will vary.</li> </ul>	<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>

<b>C. Member Support services</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
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.
<b>Member Facilities</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
1. All members are provided with adequate access to ICT.	<ul style="list-style-type: none"> <li>• Hardware, 'office' packages, the Internet email and the Intranet are available for all members.</li> <li>• Basic training is provided in its use and help desk facilities are available.</li> </ul>	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"> <li>• Shared areas such as member rooms are made available for each political group.</li> <li>• Private rooms are also available for use for meetings.</li> <li>• Senior office holders have access to offices.</li> <li>• Leaders and deputies have their own office.</li> </ul>	<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>	