

## MEMBER DEVELOPMENT STRATEGY WORKING GROUP

24<sup>th</sup> October 2012

### Member representatives:

Mr A Archer, Councillor JA Brinsden and Councillor M James.

### Officer representative:

Mrs J Evans, Administration & Democratic Services Manager

(NPA Offices, Llanion Park, Pembroke Dock: 12.45 p.m. – 1.40 p.m.)

#### 1. **Election of Chairman**

It was **RESOLVED** that Councillor M James be elected Chairman for the forthcoming year.

#### 2. **Apologies for Absence**

Apologies for absence were received from Ms C Gwyther.

#### 3. **Minutes**

It was **AGREED** that the minutes of the meeting held on the 30<sup>th</sup> March 2011 be confirmed and signed.

#### 4. **Matters Arising**

##### a) Continuous Development Discussions

The Administration and Democratic Services Manager advised that the Member Development Programme for 2011 had not been progressed as planned because it had taken some time to complete the process of developing Personal Support Plans for Members. In addition, a number of new Members had been appointed to the Authority in December and May (in effect half the membership) and it was considered that the training would have been tailored to the needs of outgoing Members. therefore the Strategy had not been reviewed. A number of training events had nevertheless taken place in the interim.

#### **NOTED.**

##### b) Mentoring

Members were advised that the 3 Park Authorities' training session had taken place, but that no Members from the Pembrokeshire Coast National Park Authority had attended. However, the Administration and Democratic Services Manager advised that the Welsh Local Government Association were always willing to facilitate training should sufficient Members be interested. She added that it was hoped to arrange training for Chairs through them in the near future.



**NOTED.**

**5. Member Support and Development: Update Report**

The first part of the report provided a summary of the Member development and training that had taken place in the current municipal year as well as noting some events that were planned for the near future.

The second section reported that the current Member Development Strategy and Framework were due for review, and advised that it was intended that this take place early in the new year, incorporating the results of the Continuous Development Discussions which would hopefully commence before Christmas. Self Assessment forms would be sent out, and once these had been completed, Members would have the opportunity to discuss them with the Chair and Deputy Chair of the Authority and complete Personal Development Plans. This information would be collated for the next meeting of the Group so that a training needs analysis could be compiled and this would be aligned to the modules in the Framework. Members' comments were welcomed on the Strategy and Framework documents, copies of which were appended to the Report.

Members were advised that most other Authorities called the Continuous Development Discussions 'Personal Development Reviews' (PDRs) and it was **AGREED** that for the sake of consistency, this Authority should follow suit. In answering a question regarding the availability of resources to carry out the Programme, Members were advised that whilst it may not be possible to undertake all training needs within the current financial year, it was hoped that this would be achieved over the four years of the Strategy. Sessions would be delivered jointly with the other National Park Authorities or Pembrokeshire County Council where this was appropriate and could be arranged. Alternative means of delivery could also be considered.

The final element of the report related to the Welsh Local Government Association (WLGA) Wales Charter for Member Support and Development. Members were advised that when the original Charter had been developed, an approach for National Park Authorities had been agreed with the WLGA. Draft revised criteria for both the Basic and Advanced Level of the Charter had recently been published, taking into consideration Welsh Government Guidance on the Local Government (Wales) Measure 2011 and the Group were informed that it was again intended to produce a version of the criteria that was specific to National Park Authorities, thereby excluding those elements that related only to County and County Borough Councils. Members' comments on the draft



criteria were welcomed, and these would be fed into discussions with the WLGA.

Members **AGREED** to pass any comments on the criteria to the Administration and Democratic Services Manager in advance of the meeting with the WLGA.

It was noted that a recent meeting of Member Services Officers organised by the UK Association of National Park Authorities had developed a common Member Role Description for National Park Members at the request of the Chairmen of that organisation. This would be circulated to the Chairmen as a draft for comment and would be brought to a future meeting of the Group once it had been agreed. It was also intended to circulate a questionnaire to all Members asking about the timing of meetings, suitability of venues and style of minutes produced.

**NOTED.**

