

MEMBER DEVELOPMENT STRATEGY WORKING GROUP

18th December 2013

Member representatives:

Mr A Archer and Councillor M James.

Officer representatives:

Mrs J Evans, Administration & Democratic Services Manager.

(NPA Offices, Llanion Park, Pembroke Dock: 12.30 p.m. – 12.45 p.m.)

1. Apology for absence

An apology for absence was received from Ms C Gwyther.

2. Disclosures of interest

No disclosures of interest were received.

3. Minutes

It was **AGREED** that the minutes of the meeting held on the 15th May 2013 be confirmed and signed.

4. Member Development Training Plan

Apologising to Members for the lateness of the papers, the Administration and Democratic Services Manager presented a schedule of the development areas highlighted in the personal support plans that had been received from Members. She noted that it was disappointing that only six Members had returned their personal support plans, nevertheless these responses had been arranged into a training plan for the coming year, in a format which mirrored that of the Member Development Programme considered by the Group at its last meeting and adopted by the Authority in June. The Training Plan was circulated to Members and their comments on it were sought. The Administration and Democratic Services Manager explained that it was intended to incorporate those training needs with a higher priority as workshops within the Calendar of Meetings for 2014/15; other development areas would be progressed in time.

Members hoped that publication of a training plan for the forthcoming year would encourage more Members to participate in the Member Development Programme, agreeing that it clearly set out what was considered a priority in the forthcoming year.

It was **RESOLVED** that the Member Support and Development Training Plan 2014/15 be endorsed.



5. Member Role Descriptions

The Administration and Democratic Services Manager explained that as all of the Role Descriptions in the document had been agreed in 2008, an opportunity had been taken to review. She pointed out that the role description and person specification for Member of the National Park Authority had already been adopted by the National Park Authority at its meeting in August, but had been included so that all role descriptions could be found in one suite of documents.

A number of amendments were suggested to the descriptions to remove duplication, including deletion of the Role Descriptions and Person Specifications for Standards Committee Chair and Scrutiny Committee Chair as these roles were covered by the generic Committee Chair Role Description, together with the relevant Committee Member Role Descriptions. It was agreed that these amendments be made, and the revised Role Descriptions document circulated to the Group for confirmation.

It was **RESOLVED** that the amendments discussed at the meeting be made to the Draft Member Role Descriptions 2013 and the revised document circulated to the Group for confirmation.

