

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting of the Democratic Services Committee held on Tuesday, 8th October, 2013 at 5 p.m. at the County Borough Council Offices, The Pavilions, Clydach Vale.

PRESENT

County Borough Councillor P.Jarman – in the Chair

County Borough Councillors

L.M.Adams
S.Bradwick
A.Calvert
A.S.Fox
P.Griffiths
(Mrs.)C.Leyshon
R.K.Turner

Officers in Attendance

Mr.C.B.Jones – Service Director, Legal & Democratic Services and Head of Democratic Services

Ms.D.Hughes – Head of Organisational Development

Ms.K.May – Democratic Services Manager

22 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors (Mrs.)A.Crimmings, P.Howe, (Mrs.)S.Jones and S.Lloyd.

23 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting pertaining to the agenda.

24 MINUTES

The minute of the meeting of the Democratic Services Committee held on the 15th July, 2013 were approved as a correct record.

25 PRESENTATION

The Committee received Ms.D.Hughes, Head of Organisational Development and Ms.K.May, Democratic Services Manager who with the aid of PowerPoint slides updated Members on the following items:

- Advanced Charter for Member Support and Development
 - The Authority was granted the Advanced level in 2010 and will be reassessed by the WLGA in 2014 to maintain the award.
 - Key Changes to the standards since the introduction of The Local Government (Wales) Measure 2011.
 - Personal Development Reviews (PDR) – Role Descriptions inform the PDR process and all elected Members within Rhondda Cynon Taf are offered the opportunity to undertake a PDR.
- Development Programme – updated every year following monitoring and evaluation of the previous year and is demonstrably in line with Member needs and Member Development Strategy.
 - All Members are made aware of, guided to and are able to access the development activities equally.
 - Low levels of attendance is addressed.
 - Review of 2012 – 2013 Programme – outlining the courses and the percentage of Members that attended a training and development activity.
- Mentoring Strategy is in place to support the needs of Members who have requested Mentors
 - Booklets distributed to all new Members (27 in total)
- The Good Practice and Innovation Award for Member Support and Development
 - This replaces the `Excellent Award of the Wales Charter for Member Support and Development`
 - This new award seeks to recognise and share excellent or innovative practice in Member Support and Development to improve practice in Wales.
 - Occupational Health and Wellbeing – Proposed that this service offered to elected Members could be submitted for the Good Practice and Innovation Award.

Following a discussion, it was **RESOLVED** –

1. That the Development Programme be formulated bi-annually based on the information gathered from the Personal Development Reviews.
2. That the services available to elected Members through Occupational Health and Wellbeing e.g. Physiotherapy and Counselling be presented at the next Members Conference being held on Wednesday, 30th October, 2013.
3. That when felt appropriate, the Council submits its Statement of Intent to the WLGA for the Good Practice and Innovation Award of the Wales

Charter for Member Support and Development for the services made available to Members by Occupational Health and Wellbeing.

REPORTS OF THE HEAD OF DEMOCRATIC SERVICES

26 THE LOCAL GOVERNMENT (WALES) MEASURE 2011 – CONSULTATION DOCUMENT – DESIGNATED PERSONS ORDER (NUMBER 1)

The Head of Democratic Services sought Members comment in relation to the Draft Guidance published by the Welsh Government in respect of the Designated Persons Order (Number 1) as shown at Appendix 1 to the report together with a consultation form setting out a list of questions upon which comments were also sought.

It was reported that the “Designated Persons Order” will designate the individuals and organisations which will, as a consequence, be subject to scrutiny by Local Authority Scrutiny Committees and the consultation document listed the relevant bodies under consideration in the first designation phase and the Welsh Government sought views as to whether additional organisations which deliver public services should be designated, either in the initial phase of implementation, or under a future Order.

Following consideration of the consultation document, it was **RESOLVED** –

That at the meeting of Council on the 30th October, 2013, Members be requested to endorse the comments of the Democratic Services Committee (together with the comments of the Overview and Scrutiny Committee) that a response be sent to the Welsh Government by the 21st November, 2013 indicating that the bodies listed in the consultation document should be designated in the first Order and that the following organisations should also be recommended for designation in any future Order:

- Probation
- Police
- Ambulance Service (to be included with the NHS Trusts)
- Natural Resource Body for Wales
- Network Rail

Also, that it was not felt necessary to designate Town and Community Councils in the Order as good working relationships had already been fostered through the `Charter` arrangements that are in place between this Authority and the Town/Community Councils within Rhondda Cynon Taf.

27 PERSONAL DEVELOPMENT REVIEWS

In his report, the Head of Democratic Services sought Members consideration to the revised Personal Development Review (PDR) pro formal to be used for Members undertaking such reviews and as shown at Appendix 1 to the report.

He referred to the decision made by Members at the meeting of this Committee held on the 2nd October, 2012 when the pro formal to be used was agreed. However, this pro forma had been used during the past 12 months,

Democratic Services Committee - 05.11.14
Agenda Item 2

and whilst it was recommended for use by the WLGA, it was found to be duplicated in many parts and not “user friendly”.

RESOLVED –

1. that the revised Personal Development Review (PDR) pro forma as shown at Appendix 1 to the report be used for Members undertaking such reviews.
2. That the Committee receive update reports on the PDRs highlighting the development needs identified and the take up of such training.

P.Jarman

Chair

The meeting closed at 5.40 p.m.