

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	1 OCTOBER 2013
TITLE:	PROGRESS REPORT – MEMBER DEVELOPMENT CHARTER
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1.0 **Background**

A report was submitted to the July meeting of this Committee to update Members on progress in relation to the Council's submission for Charter Status. In accordance with the Committee's decision, the Interim Head of Democratic Services updated the WLGA on progress. Initial feedback has been received and certain criteria appears to be satisfied. Progress is summarised in the attached schedule.

2.0 **Recommendations**

- To authorise the Interim Head of Democratic Services to update the WLGA as per the attached schedule.
- To note that an item will be included on the agenda of the next committee in relation to the Charter application.

Huw Jones
Interim Head of Democratic Services
19/09/13

CRITERIA	UPDATE SINCE THE LAST MEETING
<p>A1. Members are supported with role descriptions</p>	<p>In relation to outside bodies the WLGA have prepared a toolkit for Members. It is proposed to issue the toolkit to Members. Role descriptions for outside bodies are not always available and the toolkit provides general guidance and political pitfalls and conflicts. Democratic Services will liaise with outside bodies on role descriptions and provide members with a relevant role description.</p> <p>Current Position</p> <p>WLGA guidance on representation on Outside Bodies has been issued to all Members. Liaison with Outside Bodies on specific role descriptions has not yet been completed. The aim will be to provide Members with a relevant role description during Q3.</p>
<p>B2. Arrangements are in place for all members to be offered a PDR.</p>	<p>This is addressed in the training and development plan adopted by the Council at the 23rd May 2013 meeting. Personal Development Reviews are scheduled for Q3.</p> <p>Current Position</p> <p>There is a separate report to this Committee on PDR's.</p>
<p>B3. There is a clear programme for councillors is in place with a mechanism for its annual review.</p>	<p>Training and development plan for 2013/14 adopted by the Council on 23/05/13. Standard item on Democratic Services Committee to monitor progress.</p> <p>Current Position</p> <p>There is a standard item on the Committee on the Training and Development Plan.</p>
<p>B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring outcomes</p>	<p>The Democratic Services Committee on 19/06/13 will designate one of its members to act as Member Development Champion. This role will be supported by the Interim Head of Democratic Services.</p>
<p>B8. Members are offered the opportunity to be monitored by member peers.</p>	<p>As part of rolling out the member development and training plan including feedback from members there is scope to consider specific needs to support member roles and mentoring opportunities. The WLGA are supporting this task and initially working with the Executive and shadow Executive</p>

	<p>to identify needs.</p> <p>Current Position</p> <p>The PDR process will provide an opportunity to receive feedback from Members on mentoring support.</p>
<p>C2. Arrangements made for the business of the council are flexible and enable members to participate fully regardless of personal circumstances.</p>	<p>The Local Government (Wales) Measure 2011 requires authorities to undertake a review (at least every term) whether daytime or evening meetings are preferred. This is currently subject to discussion with Group Leaders.</p> <p>Current Position</p> <p>This will be reported to the County Council in October 2013.</p>
<p>C3. Contact management and communication (systems to support Members casework etc)</p>	<p>Within the Transformation Plan a customer excellence programme has been identified. A Programme Board is being established to focus on the delivery of specific projects.</p> <p>New members have been designated a single point of reference in order to signpost members to relevant officers for guidance on casework.</p> <p>Current Position</p> <p>No further action is envisaged at this stage.</p>