

# Document Pack



Wendy Walters  
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**WEDNESDAY, 24<sup>TH</sup> JULY, 2019**

**TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE**

**I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE WHICH WILL BE HELD IN THE CHAMBER, COUNTY HALL, CARMARTHEN AT 10.00 A.M. ON TUESDAY, 30TH JULY, 2019 FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA**

*Wendy Walters*

**CHIEF EXECUTIVE**



**PLEASE RECYCLE**

<b>Democratic Officer:</b>	<b>Michelle Evans Thomas</b>
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<p><b>DEMOCRATIC SERVICES COMMITTEE</b> <b>MEMBERSHIP – 5 MEMBERS</b></p>
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**PLAID CYMRU GROUP 2 MEMBERS**

1. Councillor Tyssul Evans [Vice-Chair]
2. Councillor Dai Thomas

**LABOUR GROUP 2 MEMBERS**

1. Councillor Suzy Curry [Chair]
2. Councillor Dot Jones

**INDEPENDENT GROUP 1 MEMBER**

1. Councillor Jim Jones

# A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 12TH MARCH, 2019. 5 - 6
4. MEMBER DEVELOPMENT PLAN 2019/20. 7 - 14

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## DEMOCRATIC SERVICES COMMITTEE

Tuesday, 12 March 2019

**PRESENT:** Councillor S.A. Curry (Chair)

**Councillors:**

W.T. Evans, D. Jones, H.I. Jones (In place of T.J. Jones) and D. Thomas

**Also in attendance:**

Councillor Mair Stephens – Deputy Leader of the Council

**The following Officers were in attendance:**

G. Morgan, Head of Democratic Services

K. Thomas, Democratic Services Officer

**Chamber, - County Hall, Carmarthen. SA31 1JP. - 10.00 - 10.15 am**

**1. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Jim Jones.

**2. DECLARATIONS OF PERSONAL INTERESTS.**

There were no declarations of personal interest.

**3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 29TH JANUARY 2019**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting held on the 29<sup>th</sup> January, 2019 be signed as a correct record

**4. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2019).**

The Committee considered a report detailing the determinations and recommendations contained in the Independent Remuneration Panel for Wales' (IRPW) Annual Report published in February, 2019 with a view to making recommendations to Council, at its April meeting, for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2019/20. It was noted that the IRPW's Report contained a total of 49 determinations

The Committee was advised that its views were being sought on three elements of the IRPW's report relating to the payments of Subsistence costs to members on official council business, Co-opted Members' Fees and the publication of reimbursement of costs of care.

**RESOLVED**

- 4.1 that the following IRPW determinations for setting the level of salaries and allowances for 2019/20 be noted:-**

- An increase in the basic salary for elected members of principal local authorities to £13,868 (an increase of £268 or 1.97%)
- An increase to the Band 1 and Band 2 senior salaries payable to the Leader, the Deputy Leader and Executive Members by £800, inclusive of the £268 increase to the basic salary received by all members
- no changes to Band 3, 4 and 5 Senior Salaries (apart from the increase in basic salary of 1.97%)
- Removed the option for Civic Salaries based on level of responsibility and had determined that payment for a civic head and deputy civic head should now be made at Band 3, i.e. £22,568 for a civic head and at the Band 5 salary of £17,568 for a deputy civic head
- Deleted the payment framework for Joint Overview and Scrutiny Committees, if in future a JOSC was formed by specific councils an application can be made to remunerate under parts 3.22 and 3.23 of the report.

## **RESOLVED TO RECOMMEND TO COUNCIL**

- 4.2 That the rates of reimbursement for subsistence costs for members on official duty for 2019/20 be retained at existing levels and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit be continued
- 4.3 That the payment of Co-opted Members' Fees for 2019/20 be capped at 10 full day (of 20 half day) meetings;
- 4.4 That option 2 in relation to the Re-imbursement of Costs of Care be adopted, and the total amount reimbursed by the authority during the year be not attributable to any member
- 4.5 That Council accept the IRPW recommendations and determinations for 2019 and they be incorporated within the Council's existing Councillors and Co-opted Members Allowances Scheme for 2019/20 based on a new IRPW pro-forma

## **5. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME 2019/20**

The Committee received and considered a suggested Forward Work Programme for the 2019/20 municipal year

**UNANIMOUSLY RESOLVED** that the Democratic Services Committee 2019/20 Forward Work Programme be adopted.

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**CHAIR**

\_\_\_\_\_  
**DATE**

## Democratic Services Committee

**Date: 30/07/2019**

**Subject: Member Development Plan 2019/20**

**Purpose:** To provide an update on the proposal for supporting Elected Member development based on recent research and initial feedback from Group Leaders and to seek the endorsement of the DSC and any variations/ amendments to the proposal.

### Recommendations / key decisions required:

- That Democratic Services Committee endorse the proposal for Member engagement on the 21<sup>st</sup> Century Councillor Model and establishing a new approach to the formulation and delivery of the Member Development Programme.

### Reasons:

To contribute to Member Development Plan 2019-20 ensuring the application of best practice and research that will improve Member engagement and the learning experience.

Relevant scrutiny committee to be consulted

NA

Exec Board Decision Required NA

Council Decision Required NA

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-** S.Curry – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: David WM Richards/ Hayley Daniels

Designations:

Assistant Chief Executive (People Management)

OD Manager/ Learning & Development Advisor

Tel Nos. 01267 246110

E Mail Addresses:

DWMRichards@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

## Democratic Services Committee

### 30/07/2018

#### Consultation on Member Development Plan

The report provides a proposal for agreeing the Member Development Plan for 2019/20 and a revised approach for identifying future learning and development needs. It follows initial consultation with Group Leaders, members of the Democratic Services Committee and Executive Board.

The Member Development plan has historically been informed from the following sources:

- Democratic Services Committee – Emerging Issues/Development Needs
- Individual Member development plans
- Welsh Local Government Association – Member Development Programmes
- Legislation and Service specific developments as informed Heads of Service
- Member Induction Programme

The proposal offers a new approach based on credible research within local government that followed extensive consultation with Councillors. It aims to maximise engagement for establishing learning and development requirements relevant for 21<sup>st</sup> Century public service.

The research entitled “The 21st Century Councillor”, was undertaken by the University of Birmingham working with the Employers Organisation and sought to address 3 key questions:

*What is the range of roles that the 21<sup>st</sup> Century Councillor is required to perform?*

*What are the competencies and skills that councillors require to undertake these roles?*

*What are the support and training requirements of these roles?*

The research states that Councillors see their role changing in the context of the following challenges:

- **Perma –austerity** – the financial pressures facing their local authorities.
- **Changing citizen expectations** – brought on by technological change, austerity & other social changes such as the decline in deference within society.
- **New technologies** – new opportunities for real time engagement & use of social media.
- **Different scales of working** - increasingly complex partnership and collaborative working arrangements.
- **Changing boundaries and organisation of public services** – increased complexity and diversity of service delivery structures with the growing importance of community involvement.



It also identifies what the new emerging roles are and offers a model through which councillor careers, and development can be best explored to consider how they can be supported to perform these roles effectively.

The proposal sets out this model and two key areas of focus for establishing a modern approach to individual learning styles and needs:

- **Foundational** – Practical and knowledge skills (covered by the areas above)
- **Relational** – Connective, digital & reflective skills (to be covered as part of learning conversations)

A workshop to share the model and seek the views of Members on how best they want to be supported is scheduled for late September 2019. This will be further supported by a series of one to ones to establish resourcing requirements and the overall Member Development Plan for Democratic Service Committee endorsement.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: P.R. Thomas

Assistant Chief Executive

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: P.R. Thomas

Assistant Chief Executive

**(Please specify the outcomes of consultations undertaken where they arise against the following headings)**

1. Scrutiny Committee: N/A

2. Local Member(s)

Meeting with Group Leaders or Deputy Group Leaders, Chair & members of the Democratic Services Committee and Executive Board Members.

3. Community / Town Council – N/A

4. Relevant Partners – N/A

5. Staff Side Representatives and other Organisations – N/A

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection

# **Proposal for Establishing the Member Development Plan 2019/20**

## **Background**

The Member Development plan has historically been informed from the following sources:

- Democratic Services Committee – Emerging Issues/Development Needs
- Individual Member development plans
- Welsh Local Government Association – Member Development Programmes
- Legislation and Service specific developments as informed Heads of Service
- Member Induction Programme

The requirements for the Member Development Plan are set out in the context of the Local Government Measure 2011 and the Council's determination that the Democratic Services Committee as part of its functions/terms of reference have responsibility:

- To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;
- To appoint the Council's Member Development Champion;

The plan is endorsed by Democratic Services Committee who also have an important role in reviewing the evaluation outcomes for the content and delivery of learning.

In supporting Member development, the Organisational Development team (OD) work closely with the Democratic Services Manager (Head of Democratic Services) and the Chair of the Democratic Services Committee, to ensure that an effective and timely programme is delivered. Earlier this year following the Council's annual Investors in People Review and discussions at the People Strategy Group work was undertaken to explore:

1. Better ways of engaging with Members about their learning and development needs
2. Any emerging best practice
3. A more modern approach to learning, predicting future skills sets that support the principles of the learning organisation and our Core Values.

## **Research**

Research entitled "The 21st Century Councillor", was undertaken by the University of Birmingham working with the Employers Organisation and followed an earlier study on the 21<sup>st</sup> Century Public Servant. Focusing on the changing landscape for Councillors the research sought to address 3 key questions:

*What is the range of roles that the 21<sup>st</sup> Century Councillor is required to perform?*

*What are the competencies and skills that councillors require to undertake these roles?*

*What are the support and training requirements of these roles?*

The research stated that Councillors see their role changing in the context of the following challenges:

- **Perma –austerity** - *the financial pressures facing their local authorities.*
- **Changing citizen expectations** - *brought on by technological change, austerity & other social changes such as the decline in deference within society.*
- **New technologies** - *new opportunities for real time engagement & use of social media.*
- **Different scales of working** - *increasingly complex partnership and collaborative working arrangements.*
- **Changing boundaries and organisation of public services** - *increased complexity and diversity of service delivery structures with the growing importance of community involvement.*

It also identifies what the emerging roles are and offers a model through which councillor careers, and development can be best explored and to consider how they can be supported to perform these roles effectively.

Some of these roles will not be new, but have an increased significance whilst others are now emerging as a focus for Councillors operating in the current and future context:

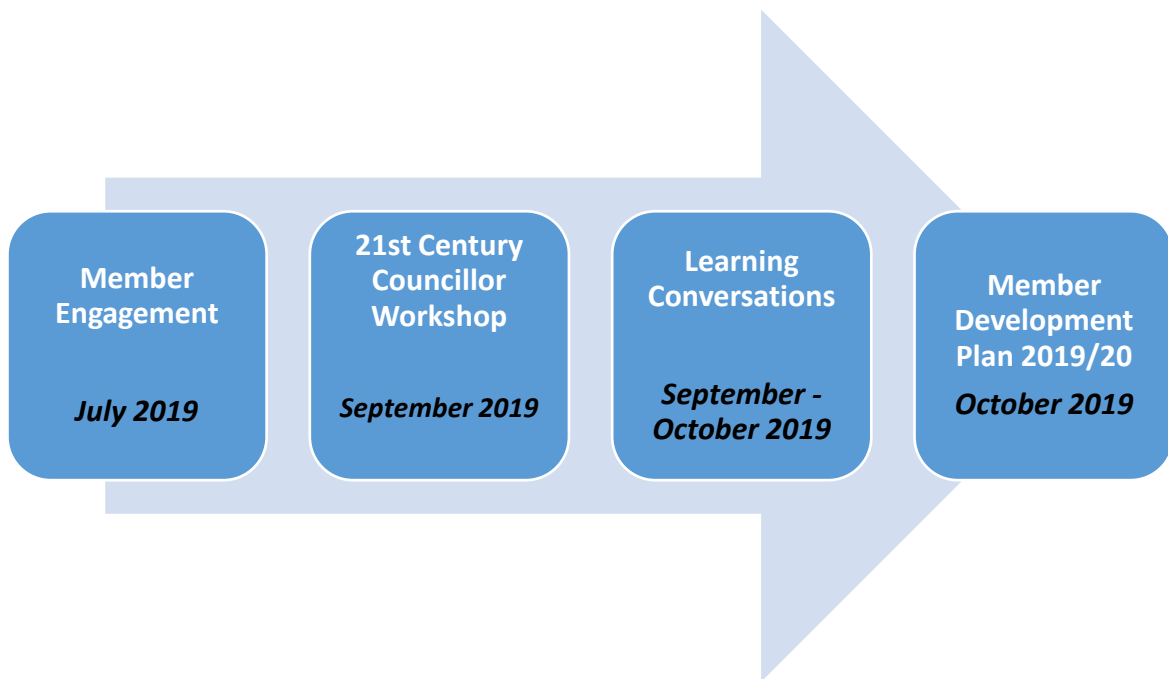
#### Key roles for the future:

#### Description

Steward of Place	<i>Working across the locality in partnership with others.</i>
Advocate	<i>Acting to represent the interests of all citizens</i>
Buffer	<i>Seeking to mitigate the impact of austerity on citizens</i>
Sensemaker	<i>Transferring a shift the role of public services and the relationship between institutions and citizen.</i>
Catalyst	<i>Enabling citizens to do things for themselves, having new conversations about what is now possible.</i>
Entrepreneur	<i>Working with citizens and partners to encourage local vitality and develop new solutions.</i>
Orchestrator	<i>Helping broker relationships, work with partners and develop new connections.</i>

#### Proposal

- To share the research on the 21<sup>st</sup> Century Councillor as part of a workshop and encourage our Members to discuss the findings within the context of Carmarthenshire County Council.
- To explore the 21st Century Councillor model and key roles identified for the future.
- Understand the skill sets required to support these roles, how they can be supported as part of the annual Member Development Plan under two groupings:
  - **Foundational** – Practical and knowledge skills (covered by most existing learning and development)
  - **Relational** – Connective, digital & reflective skills (to be effective as a 21<sup>st</sup> Century Councillor and covered as part of learning conversations).
- To seek the views of Members on how best they want to be supported and the likely areas they wish to focus on as part of their individual learning conversations.
- The outcomes will inform the resourcing, prioritisation and delivery of the Member Development Plan for endorsement by the Democratic Services Committee.



### **Recommendations**

That Democratic Services Committee:

1. Endorse the proposal for Member engagement on the 21st Century Councillor Model, establishing a new approach to the formulation and delivery of the Member Development Programme.
2. Agree the timeline for the formulation of a detailed Members Development Programme.

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