

MEETING	THE COUNCIL
DATE	21 JANUARY 2010
TITLE	MEMBERS' TRAINING STRATEGY
PURPOSE	To adopt descriptions of members' roles and responsibilities and competencies and behaviours
PORTFOLIO LEADERS	Councillor J R Jones, Senior Portfolio Leader Resources' Councillor Gwilym Euros Roberts, Portfolio Leader Human Resources
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1. On 7th May 2009, the full Council approved a comprehensive training and development strategy for members. The first steps of this strategy were to develop documents that would be a basis for a training and development programme for all Council members.
2. The starting point is the Council's values which have now been reviewed by the full Council. They are summarised in Appendix 1. These are the basis for the members' work.
3. The next document to be drawn up was a description of the role and responsibilities of members. This document was prepared during the summer 2009 with input from the Members' Services Working Group, along with a number of other members across the political parties in sessions facilitated by the Welsh Local Government Association. It was sent to all Council members for consultation prior to being considered again by the Working Group. This document is attached in Appendix 2.
4. In addition to their role and responsibilities as Council members, the Portfolio Leaders, namely the Board Members, have additional responsibilities. A description of these leading roles and responsibilities was developed by Board members at two sessions that were facilitated by the Welsh Local Government Association. The description of the Role and Responsibilities of Board Members is in Appendix 3.
5. Following on from the role and responsibilities, there is a further document detailing the competencies and behaviours expected of members. The difference between these documents can be explained as follows:-
 - *Roles and responsibilities* describe the function, i.e. what are the tasks to be completed.
 - *Competencies* describe the skills and knowledge required to complete the tasks.
 - *Behaviours* describe the way the task will be completed and the attitudes shown.
6. The core Competencies and Behaviours document for all Council members was drawn up in a series of workshops held in September and October 2009 and which had been facilitated by an external consultant who specialises in the field. The document was distributed to all Council members for consultation, prior to being considered again by the Groups. The document is attached at Appendix 4.

7. In addition to the competencies and behaviours that are relevant to all Council members, Board members are required, as leaders, to demonstrate additional competencies and behaviours. These are referred to as the competencies and behaviours for leading and are attached in Appendix 5. These have been drawn up in three workshops attended by Board members, facilitated by the external consultant.
8. All the documents were presented to the Principal Scrutiny Committee on 8 December 2009 and the committee resolved to recommend their adoption to the full Council.
9. The purpose of having these documents is in order to set a foundation or benchmark of what members themselves have agreed that an ideal member would demonstrate. Naturally, every member will not achieve every aspect of the standard, but by documenting the expectations, every member is able to compare their achievement against the expectation. The advantage of doing so is that a training programme can subsequently be targeted to where the greatest need exists and ensure that a personal development plan is tailored for every individual member. Also the documents are part of a package for 'prospective candidates' in order to provide clarity on the role and the expectations on individuals.
10. After the Council has adopted the documents, it will be necessary to proceed to consider methods of assessing members' development needs against the documents, focussing in the first year on the Portfolio Leaders.

RECOMMENDATION

11. That the Council adopts the attached documents as part of the Members' Training Strategy.

APPENDICES:

- APPENDIX 1** The Council's Values
- APPENDIX 2** The Roles and Responsibilities of Gwynedd Council Members
- APPENDIX 3** The Roles and Responsibilities of Board Members.
- APPENDIX 4** Competencies and Behaviours for Gwynedd Council Members.
- APPENDIX 5** Competencies and Behaviours for Board Members.