

MEETING	THE COUNCIL
DATE	01 MARCH 2011
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 Simon Glyn, 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.
2. The Council's *Values* were developed following consultation with members, staff and the public.
3. The next document drawn up was a *Description of Role and Responsibilities* for all Council members.
4. An additional *Description of Role and Responsibilities* for Board Members was developed.
5. Following on from the *Description of Role and Responsibilities*, further documents were developed 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. A *Core Competencies and Behaviours* document was drawn up for all Council members.
7. In addition, a *Competencies and Behaviours* document was drawn up for Board members.
8. All of the above documents were adopted by the full Council on the 21st of January 2010.
9. As well as their role and responsibilities as Council members and Board members, *Chairs and Vice-chairs* as well as *Scrutiny Members* have additional responsibilities. An associated *Description of Role and Responsibilities* was developed by members in sessions facilitated by the Welsh Local Government

Association. These documents were then sent to all Council members for consultation.

- The *Description of Role and Responsibilities for Chairs and Vice-chairs* is attached in Appendix 1
- The *Description of Role and Responsibilities for Scrutiny Members* is attached in Appendix 2

10. In addition to the extra *Description of Role and Responsibilities for Chairs and Vice-chairs* and *Scrutiny Members*, extra *Competencies and Behaviours* were developed. This was done by relevant members in workshops facilitated by an external consultant.

These documents were again sent to all Council members for consultation.

- The *Competencies and Behaviours* document for *Chairs and Vice-chairs* is attached in Appendix 3
- The *Competencies and Behaviours* document for *Scrutiny Members* is attached in Appendix 4

11. 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.

12. After the Council has adopted the documents, the intention is to proceed to consider methods of assessing members' development needs against the documents. The strategy will focus on the development needs of Portfolio Leaders during 2011, as an initial step.

RECOMMENDATION

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

APPENDICES:

APPENDIX 1: *Description of Role and Responsibilities for Chairs and Vice-chairs*

APPENDIX 2: *Description of Role and Responsibilities for Scrutiny Members*

APPENDIX 3: *Competencies and Behaviours* document for *Chairs and Vice-chairs*

APPENDIX 4: *Competencies and Behaviours* document for *Scrutiny Members*