

<u>BLAENAU GWENT COUNTY BOROUGH COUNCIL</u>	
Report to	The Chair and Members of the Democratic Services Committee
Report Subject	Elected Member Personal Development review and competency framework procedures
Report Author	Bernadette Elias Head of Policy and Performance
Report date	12th March 2018
Directorate	Corporate Services and Strategy
Executive Portfolio	Leader / Corporate Services
Date of meeting	2nd May 2018
Date signed off by Monitoring Officer	N/A
Date signed off by Section 151 Officer	N/A
Date signed off by Chair	14th March 2018
Key words	Elected Member support, personal development review, competency framework

Report Information Summary

1.	Purpose of Report
1.1	To present the revised Elected Member Personal Development Review/Competency Framework Procedures (attached at appendix 2) to the Democratic Services Committee.
2.	Scope of the Report
2.1	The report makes reference to the statutory guidance and sets out the rationale and revisions to the PDR/ competency framework procedures.
3.	Contribution to the National Well-Being Goals – Detail attached as Appendix 1
4.	Recommendation(s) / Endorsement by other groups, e.g. CLT/Committees/Other groups
4.1	The Head of Democratic Services was tasked by Council in 2017 to review the existing PDR/Competency Framework Procedures for Elected Members.
5.	Recommendation/s for Consideration
5.1	That the Democratic Services Committee considers the options set out in paragraph 6 and recommends the preferred option to Council.

Why this topic is a priority for the Council?						
Single Integrated Plan (SIP)	Council's Well-being Objectives	Performance Management Improvement Framework	Operating Model	Transforming Blaenau Gwent (TBG Programme)	Relevant legislation	Other (please state)
	x	X			Local government measure	<i>The Constitution</i>

Reporting Pathway							
Directorate Management Team (DMT)	Corporate Leadership Team (CLT)	Audit	Democratic Services Committee	Scrutiny	Executive	Council	Other (please state)
15/3/18	20/3/18		02.05.18			24/5/18	

Main Report

1.	Background and Context
1.1	<p>The Local Government (Wales) Measure 2011 places a requirement on each Council to provide all Members with an opportunity to have a Personal Development Review (PDR) to assess their training and development needs.</p>
1.2	<p>Whilst legislation states that the Council must have a system of PDR for Members in place, there is no legislative requirement for Members to take up that opportunity. The Measure does not require the Leader of the Council to undertake a PDR, however it is a requirement of the WLGA Member support and Development Charter. As with the previous arrangement, the revised PDR/ competency framework includes both Group Leaders.</p>
1.3	<p>A PDR/Competency Framework enables a Member and the Council to mutually assess personal development needs. It is set within the context of the role of the Member, the priorities and expectations of the Council, the needs of the community and the personal aspirations the individual wishes to achieve.</p>
1.4	<p>PDR/Competency Framework procedures for Members were developed in 2014 and agreed by Council. The procedures were recognised as an enhancement to the previous training needs analysis surveys:</p> <ul style="list-style-type: none">• Based on the WLGA guidance, PDR's were offered to all Members;• It was agreed as mandatory for Senior Salary Holders (SSH);• Both Group Leaders undertook an externally facilitated PDR. The feedback from these sessions was positive;• The Head of Democratic Services (HDS) attended the reviews with SSH's to support the process; and• Training for those Members nominated as reviewers was delivered.
1.5	<p>In agreement with Group Leaders the PDR's were suspended for 2017 prior to the elections, following which the HDS was to undertake a review of the arrangements and present proposals for Council endorsement.</p>

2.	Performance Evidence and Information
2.1	The revised procedures have been developed to build on the previous process and further enhance the fundamental aims of PDR's.
2.2	<p>The anticipated outcomes of PDR/Competency Framework include:</p> <ul style="list-style-type: none"> • Enhanced clarity for Members on expectations and accountabilities placed upon them; • Opportunity for Members to reflect how they have demonstrated the relevant skills, knowledge and behaviours to support their personal development; • An improved understanding and ownership of how Members' roles link to and support the Council's key priorities (as set out in the Corporate Plan); • Opportunity to assess progress, understand where further support would be helpful and setting future personal objectives; and • An improved organisational understanding of required support for the individual and collective development needs of Members.
2.3	The review has been undertaken involving desk top research including learning from other areas and the WLGA guidance on Member Competency Frameworks.
3.	Risk Implications
3.1	<p><u>Option Two</u></p> <p>There is a potential reputational risk if the Council does not have adequate procedures to fulfil the requirements of the Local Government (Wales) Measure 2011. There is an organisational risk if Members are not provided with the relevant support to effectively fulfil their roles.</p>
4.	Financial Implications
4.1	<p><u>Option one</u></p> <p>There would be a financial implication for external facilitation. Member feedback on previous facilitated sessions has been very positive, and the value of extending that opportunity to all mandatory sessions is considered legitimate.</p>
4.2	The indicative cost for 2 days facilitation is £1,500, to date 5 externally facilitated sessions have been held for Senior Salary holders. The current Member development budget is £1,940.

4.3	The proposal includes an in-house training option for Members identified as reviewers for non-mandatory sessions to assist in moderating associated costs.
5.	Staffing/Workforce Development Implications
5.1	The PDR/Competency Framework Procedures would be supported by the Head of Democratic Services.
5.2	The Head of Democratic Services is able to make recommendations including with regard to the appointment, organisation and management of staff discharging democratic services functions. The final decision on resources provided rests with Council.
6.	Options for Consideration
6.1	<p><u>Option one</u> That the Democratic Services Committee recommends the Member PDR /Competency Framework (appendix two) to Council for approval.</p> <p>The following arrangements are then to be implemented:</p> <ul style="list-style-type: none"> • The PDR/Competency Framework is offered to all Members and is mandatory for Senior Salary Holders (Members in receipt of a special responsibility allowance which includes the Leader of the Council and Leader of the Labour group; • The Head of Democratic Services observes all mandatory sessions to support the process; • All mandatory sessions are externally facilitated to enable a level of consistency; • Political groups to identify PDR/Competency Framework reviewers for non-mandatory sessions and organise these sessions through group; • In-house training session to be delivered for Members identified as reviewers; • PDR/Competency Framework to be undertaken on an annual basis prior to AGM; • For 2018, a six monthly implementation to be undertaken (i.e. November 2018); and • Any requests for support identified from the PDR/Competency Framework sessions to be passed to the Head of Democratic Services. <p><u>Option Two</u> That the Democratic Services Committee does not recommend</p>

	the Member PDR /Competency Framework (appendix two) and implementation arrangements to Council for approval.
7.	Impact Assessment Against Proposals / Options
7.1	<ul style="list-style-type: none"> • Thinking for the long term The arrangements look to the longer term in recognition of the increasing complexity of the roles Members undertake. • Taking an integrated approach Elements of the support for Members are inter related, for example the PDR process informing the member development programme and specific support requested such as support for Members appointed to outside bodies. • Taking a preventative approach The aim of the PDR/Competency Framework is to give Members a solid grounding and prepare them to meet their roles and responsibilities for the future. • Collaborating The PDR/Competency Framework includes elements of both internal and external support. The WLGA guidance has informed the proposals. • Involvement Opportunities to maximise engagement in the range of training and support arrangements by Members will assist them in meeting future demands of their roles.
7.2	<p>Equality Impact Assessment (EQIA) The revised PDR/Competency Framework has been subject to an Equality Impact Assessment Screening with no adverse impact on the protected characteristics identified.</p>
7.3	Language preference for current Members has been established.
8.	Conclusion
8.1	The revision of the PDR/competency framework was tasked to the Head of Democratic Services by Council.
8.2	The revised arrangements build on what was previously in place and enhance the support for Members to assess progress, understand where further support would be helpful and assist in setting future personal objectives.

Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals.		
Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<p>A prosperous Wales An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>		
<p>A resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>		
<p>A healthier Wales A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>The increasingly complex roles Members have is recognised and reflected in the support for Members, including in practical terms such as establishing timings of meetings for each Committee. The Induction programme includes a range of information from legal requirements to practical issues.</p>	

Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<p>A more equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p>	<p>The PDR process and Member Induction and ongoing development programme aim to provide support that is informed by both individual and organisational need.</p>	
<p>A Wales of cohesive communities Attractive, viable, safe and well-connected communities.</p>	<p>An overview of key corporate duties and legislation such as Equalities and corporate parent responsibilities is included in the induction programme. These topics will continue to be reflected in the ongoing Member development programme.</p>	
<p>A Wales of vibrant culture and thriving Welsh language A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>	<p>Language preference of current Elected Members has been established. Arrangements will be put in place to establish the language preference of any new Members following the election. The Welsh Language standards include those in relation to democratic arrangements and processes.</p>	
<p>A globally responsible Wales A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>		