

<b>Report of:</b>	Head of Democratic Services – Sylvia Reynolds
<b>Submitted to:</b>	Constitution and Members Development Committee
<b>Date:</b>	13 May 2022
<b>Title:</b>	Update – Member Development Programme
<b>Report for:</b>	Information
<b>Status:</b>	Public
<b>Strategic priority:</b>	All
<b>Key decision:</b>	No
<b>Why:</b>	Not applicable
<b>Urgent:</b>	No
<b>Why:</b>	Not applicable

**Executive summary**

Member Development is considered to be essential in providing support, knowledge and guidance to Members, both new and experienced.

1. Members are asked to note the training sessions held, in particular those that have helped facilitate the move to virtual meetings and information sharing, and the successful use of virtual platforms to deliver Member training sessions as part of the Member Development Programme for 2021/22. (Appendix 1)

1. Members are asked to note the proposed Member Development Programme (Appendix 2) for 2022/23 and propose any additional training that would be considered beneficial to Elected Members.

3. Members are asked to consider if the attached Member Induction Programme (appendix 3) is still relevant or requires any additions or amendments.

## **Purpose**

4. To provide the committee with an outline of the 2021/22 Member development programme and to seek feedback and recommendations on the 2022/23 Member Development programme and consider the content of the Member Induction Programme that will be delivered following the all-out local elections in May 2023.

## **Background and relevant information**

5. Member Development is considered to be essential in providing support, knowledge and guidance to Members, both new and experienced, however the pandemic introduced a number of challenges for members and officers and introduced a number of new ways of working which the Member Development Programme supported.
6. A number of training sessions are mandatory for all Members, whilst others are mandatory for those Members joining certain committees (such as planning and licensing).
7. Despite the events of the last year due to Covid, Member Development was able to continue due to holding training and briefing sessions online.
8. During the pandemic there was the significant use of virtual meetings being conducted via Webex and MS Teams. The Council has maintained the use of virtual meetings for some none decision making meetings and as such Democratic Services have developed training materials and videos, as well as delivering tailored training sessions for committee and individual members. Not only did this ensure Council business could be conducted in order to meet the needs of the community, but it allowed for Member Development to be delivered virtually
9. Also during 2021/22 two new members were elected. An induction programme was provided for these new Members, as well as mandatory training for all Members covering the Council Code of Conduct. Specific mandatory training for new Committee Members was also arranged covering Planning and Licensing and other specific committees.
7. The Modern.Gov Committee Management System was introduced in 2021 and provides the opportunity for members in the form of the Modern.Gov App, to view, annotate and download meeting papers. Councillors are also able to identify the committees that they are interested in and receive automatic updates when new information is published for them. Training on the Modern.Gov App (covering access, registration and use of the App), was delivered to members early in 2021 via several methods;
  - i. One to One training (delivered by political assistants where available)
  - ii. Virtual via WebEx (no more than 5 participants in each session)
  - iii. Physical training session (no more than 5 participants in each session).
8. An e-learning programme for Elected Members on General Data Protection Regulations (GDPR) and Cyber Security was also developed with 24 Members having undertaken the training thus far. This training is mandatory for all Elected Members to complete.

9. Further development sessions had been held throughout the year, these included Member Briefing sessions, which had been arranged in response to events as they occurred.
10. A full list of dates, sessions and attendance are contained in Appendix 1.
11. Attendance at training varied depending on the training course. Mandatory training and training that was related to specific committees was very well attended. However attendance at some of the other training courses was quite poor. This could be down to the timings of the training or interest in the particular topic. It is proposed to try to hold future training session during working hours and also early evening whenever possible to encourage more Elected Members to attend.
12. The Committee are asked to consider the initial Member Development Programme for 2022-23 (attached at Appendix 2). This will be further developed and Members are encouraged to provide their own ideas and suggestions for training throughout the year.

### **Elected Member Inductions**

13. All newly elected (and re-elected Members) are offered a comprehensive Induction Programme which covers the basic areas of knowledge necessary to newly elected Councillors. The Programme provides information on:
  - how the Council works (i.e. it's governance/decision making);
  - priorities including the Mayor's Vision;
  - Safeguarding;
  - Corporate parenting responsibilities;
  - School Improvement Plans (optional);
  - use of social media and a communications tool;
  - the legal requirements, roles and responsibilities of Members;
  - Codes of conduct, protocols and requirements in respect of ethics and probity; and
  - services delivered by the Council.
16. Members are asked to consider if the attached Member Induction Programme (Appendix 3) is still relevant or requires any additions.

### **What decision(s) are being recommended?**

17. That the Constitution and Members' Development Committee note:
  - a) The training provided to Elected Members during 2021/22
  - b) The proposed Member Development Programme for 2022/23
18. That Members consider if the Member Induction Programme requires any amendment

### **Rationale for the recommended decision(s)**

19. To provide Members with the appropriate skills and knowledge to fulfil their role as an elected member.

## Other potential decision(s) and why these have not been recommended

20. Do nothing. If this option was selected the Members would not have the appropriate training and knowledge to enable them to fulfil their role as a Councillor.

## Impact(s) of the recommended decision(s)

### *Legal*

21. There are no legal implications arising from the content of this report

### *Strategic priorities and risks*

22. The relevant risks this decision would influence are cited below, with an explanation as to why they are relevant and how it would affect each risk.

Risk No	Risk Description	Impact
O8-054	Failure to adhere to Local Code of Corporate Governance and deliver governance improvements outlined in the Annual Governance Statement.	By providing the appropriate training for members in terms of decision making and representing the community, the Council is demonstrating that good governance is in place and so this would have a positive impact on this risk.

### *Human Rights, Equality and Data Protection*

23. The subject of this report is not a policy, strategy, function or service that is new or being revised. It is considered that an equality impact assessment is not required.

### *Financial*

24. There are no financial implications or impact on any budgets or the Medium Term Financial Plan (MTFP) arising from the content of this report.

## Actions to be taken to implement the recommended decision(s)

Action	Responsible Officer	Deadline
<a href="#">Implement the Member Development Programme</a>		

## Appendices

1	Member Development Programme 2021/22
2	Member Development Programme 2022/23
3	Member Induction Programme

**Background papers/**

Body	Report title	Date

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