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**MEMBER DEVELOPMENT STEERING  
GROUP  
AGENDA**

**WEDNESDAY 13 MARCH 2019 AT 7.30 PM  
CONFERENCE ROOM 2 - THE FORUM**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillors G Adshead, Banks, Douris, Hicks, Howard, Silwal and Taylor (Chairman)

## **AGENDA**

- 9. MEMBER DEVELOPMENT - CABINET REPORT (Pages 2 - 9)**

# Agenda Item 9



<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>19 March 2019</b>
<b>Part:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Member Development Update</b>
Contact:	<p>Councillor David Collins, Portfolio Holder for Corporate and Contracted Services</p> <p>Author/Responsible Officer            Mark Brookes, Assistant Director (Corporate and Contracted Services)            Katie Mogan, Corporate and Democratic Support Lead Officer            Charlie Webber, Corporate and Democratic Support Officer</p>
Purpose of report:	To update Members on plans for the Member Development Programme 2019/20 and Members Induction on 10 <sup>th</sup> and 11 <sup>th</sup> May 2019.
Recommendations	<ol style="list-style-type: none"> <li>1. That Cabinet approve the Member Development Programme as set out in Appendix A to the report.</li> <li>2. That Cabinet recommend Council agree a new paragraph 9 to Part I of the Code of Conduct for Members to read:               <p style="margin-left: 40px;">“9. Training</p> <p style="margin-left: 40px;">To enable Members to fully take part in Council business Members are encouraged to attend all training, which forms part of the Member Development Programme.</p> <p style="margin-left: 40px;">Council have adopted a requirement for a mandatory training programme for Members, which will be approved annually by Cabinet following consultation with the Member Development Steering Group and the Council’s</p> </li> </ol>

	<p>statutory officers. Members <u>must</u> attend all mandatory training in accordance with the Council's requirement."</p> <p>3. That Cabinet agree to the list of mandatory courses as set out in paragraph 2.2 of the report.</p>
Corporate Objectives:	<p>The creation of a Member Development Programme ensures that Councillors are fully-trained and up-to-date with latest Council and legislative developments in order to deliver a modern and efficient Council.</p> <p>The role of Councillors as Community Leaders means that they will have the tools to build strong and vibrant communities.</p>
Implications:  'Value For Money Implications'	<p><u>Financial</u></p> <p>Training will be financed from the Member Development Budget.</p> <p><u>Value for Money</u></p> <p>Research has been carried out into a range of external training providers to ensure we use the most cost-effective training courses that will provide the best value for money.</p>
Risk Implications	<p>There is a risk that if Members do not attend training sessions then it will reduce the value for money of training courses for the Council.</p> <p>If Councillors do not attend training then they are at risk of not being up-to-date and providing incorrect advice to residents.</p> <p>If Councillors do not attend mandatory training (e.g. GDPR/Freedom of information, safeguarding) then they are at risk of breaking the law or opening the Council and themselves as individuals up to legal challenge.</p>
Health And Safety Implications	None arising from this report.
Monitoring Officer/S.151 Officer Comments	<p><b>Monitoring Officer:</b></p> <p>Member training and development is essential to ensure that members are given the knowledge and skills to perform their roles effectively. The training will also ensure that members are up to date with all relevant legislation and guidance, which should help minimise the risk of complaint or legal challenge.</p> <p><b>S.151 Officer</b></p> <p>No further comments to add to the report.</p>
Consultees:	CMT MDSG

	Leader of the Council, Councillor Andrew Williams Portfolio Holder for Corporate and Contracted Services, Councillor David Collins
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	MDSG – Member Development Steering Group DMC – Development Management Committee

## Background

### 1. Member Development Programme

- 1.1 As adopted by the Council, each councillor must adhere to role descriptions specific to their elected role, as set out in Part 2 of the Council's Constitution. Commitment to Member Development will help towards delivering the Principal accountabilities:
  - a. Adhering to the Members Code of Conduct & the Council's Constitution
  - b. Undertake case work on specific problems raised by their constituents
  - c. To act as 'Community Leaders' within their ward
  - d. Communicate in a variety of ways
  - e. Scrutinise & hold to account the Cabinet and Council as a whole
  - f. To take part on the Member Development Programme to help improve their role as an effective councillor
- 1.2 Corporate and Democratic Support work with MDSG to populate the Member Development Programme. Questionnaires are sent to all members to see if there are any areas they feel they need training on. The Council's Statutory Officers are also consulted regarding any changes to legislation and/or guidance which members should be made aware of.
- 1.3 The Member Development Programme is a mixture of officer briefings (on new policies, new legislation or refresher courses) alongside training on topics such as social media, scrutiny skills and effective ward leadership.
- 1.4 The proposed programme will support Councillors to ensure that they can be effective 'Community Leaders'. Community Leadership is at the heart of modern local government as councils work in partnership with local communities and other organisations – including the public, voluntary and community and private sectors – to develop a vision for their local area and to work collaboratively to improve services and quality of life for citizens. Councillors have a lead role in this process.
- 1.5 Accordingly, courses such as Community Leadership and Neighbourhood Engagement, Social Media, and Ethical Leadership (Code of Conduct) have all been included under the Community Leadership training to enhance councillors skills in this area.
- 1.6 The draft Member Development Programme can be found at Appendix A.

### 2. Member attendance

- 2.1 Attendance at Member Development sessions has often been low in the past.

Year	Number of Member Development opportunities	Average member attendance
2018/19	11	9
2017/18	15	10
2016/17	16	8

2.2 Given that training and development is essential to ensure that members are provided with the knowledge and skills required to perform their roles effectively and to ensure that members are up to date with all relevant legislation and guidance, which should help minimise the risk of complaint or legal challenge, it is therefore suggested that some training within the Member Development Programme be mandatory. It is proposed that mandatory training will be provided on important issues such as:

- Safeguarding,
- GDPR/FOI,
- Council's Constitution & Code of Conduct,
- Media training,
- Budget setting process,
- Overview of planning

In addition there will be some additional mandatory training for Committee Chairs - Chairing meetings, mandatory training will also be provided for members of Development Management Committee and Licensing Committee which must be attended before Members can take part in these committees.

2.3 Some of the mandatory training will be included as part of the Member Induction programme (see paragraph 3 onwards). To ensure all councillors have the opportunity to attend the mandatory training, these sessions will run more than once. It is proposed that Cabinet will be responsible for agreeing mandatory training on recommendations from MDSG.

2.4 In addition to this, Corporate & Democratic Support will be developing access to refresher training for some mandatory training online (via the Members Knowledge Hub) to supplement face-to-face courses.

2.5 It is proposed that, if Councillors fail to attend mandatory training;

**Stage 1** Failure to attend mandatory training will be reported to the Group Leader

**Stage 2** Continued failure to attend mandatory training will constitute a breach of the Code of Conduct for Members and will be considered through the standards complaints process. Sanctions available to the Standards Committee include recommending that a Group Leader remove the councillor from any committees they are a part of or remove the councillor of any portfolio duties (if applicable), publishing its findings in respect of the conduct or recommending that Council issues a formal reprimand.

### 3. **Member induction 2019**

3.1 The member induction days will take place on Friday 10<sup>th</sup> May and Saturday 11<sup>th</sup> May, Members may attend either of these days. When members attend one of these two days they will be issued with their ID badges and IT equipment ready for Annual Council on Wednesday 15<sup>th</sup> May.

3.2 Letters informing all candidates in the borough elections about the induction dates will be sent out after nominations have closed on Wednesday 3<sup>rd</sup> April.

- 3.3 The current plan for the day is as follows:
- |             |   |
|-------------|---|
| 10am – 12pm | presentations from senior officers  |
| 12pm – 2pm  | Marketplace and lunch   |
| 2pm – 3pm   | The Monitoring Officer will run the Constitution & Code of Conduct mandatory training.                        |
| 3pm – 4pm   | After members have completed the training session, they will be issued with their ID badges and IT equipment. |
- 3.4 Presentations from senior officers will include: Sally Marshall (Chief Executive), James Deane, Corporate Director (Finance & Operations) and James Doe, Assistant Director (Planning, Development & Regeneration).
- 3.5 The marketplace will include a range of services from across the council. They will have stalls to provide information to members and explain the service they provide.
- 3.6 IT Security Policies will be sent out to all members prior to the sessions. These will need to read before the induction session as members will be asked to sign to confirm this on the day. IT and Corporate & Democratic Support will provide a basic run-through on how to use the equipment and its functions. IT drop-in sessions will be arranged after the inductions for any further queries.
- 3.7 MDSG have decided to recommend that a coach tour of the borough is not provided as part of this year's induction. Instead, a ward booklet will be made available. This will include every ward in the borough with details such as: a map, the councillors representing the ward, schools, sheltered housing schemes, libraries, the electorate, adventure playgrounds etc.
- 3.8 In addition to the booklet, members will be provided with: a committee timetable, members detail form, declaration of office (to be signed in the presence of the Chief Executive or Monitoring Officer), organisation flow chart, portfolio holder decision briefing note, expense claim forms, Corporate & Democratic Support contact details, Member Development Programme.

#### **4. Other Initiatives to assist Member Development**

- 4.1 The Corporate and Democratic Support team are currently working on the development of a 'Knowledge Hub' for Councillors; a dedicated area on the Council's intranet that Members can view from their Council device to access a range information such as policies, contact information, FAQs and online officer briefings (video/audio or slideshows).
- 4.2 The team will also be looking to develop a mentoring programme for members to share experience on ward matters and roles held within the Executive/committee structure and a framework for personal development plans for each member.

## Appendix A – Draft Member Development Programme

<b>Date</b>	<b>Development Event</b>	<b>Contact / Run by:</b>	<b>Which Members?</b>
TBC *	GDPR/FOI Training	John Worts, Information Security Manager (Legal Team)	All Members to attend one GDPR session
TBC	GDPR/FOI Training	John Worts, Information Security Manager (Legal Team)	All Members to attend one GDPR session
TBC	Development Management Training	Sara Whelan, Group Manager of Development Management and Planning	DMC Members
TBC	Licensing Committee Training	Nathan March, Licensing Team Leader	Licensing Members
TBC	Chairing Skills	Ann Reeder, Frontline Consulting	Chairs and Vice Chairs
TBC	Budget Setting Process	James Deane	All Members
TBC	Senior Member Development	Local Government Association Local Government Association	TBC
TBC	Overview and Scrutiny Training	Ann Reeder, Frontline Consulting	OSC Members
TBC	Emergency Planning Awareness	Hannah George-Priston, Resilience Officer at Hertfordshire Country Council	All Members
TBC	Planning for all members/Overview of Statutory Services/Service awareness sessions	Service Group Managers	All Members



TBC	Fraud & Bribery	Elaine Hopkins	All Members
TBC	<i>Community Leadership Training</i> <ul style="list-style-type: none"> <li>• <i>Community Leadership/Neighbourhood Engagement</i></li> <li>• <i>Media skills and awareness for elected members</i></li> <li>• <i>Social media for elected members</i></li> <li>• <i>Ethical leadership – Code of Conduct Training for Councillors</i></li> </ul>	Local Government Association  David McGrath, Link Support Services Ltd.  “ “  Local Government Association	All Members
	Highways Briefing/Liaison meeting		All Members
	Safeguarding		All Members

\*provisional dates are prepared and will be agreed through liaison with MDSG.

Consideration will be given to providing some sessions during the day and at weekends to maximise Members attendance.