



Report for:	<b>Member Development Steering Group</b>
Date of meeting:	<b>18 June 2020</b>
PART:	<b>1</b>
<b>Title of report:</b>	<b>Annual Member Training Report 2019-20</b>
Contact:	Katie Mogan, Corporate and Democratic Support Lead Officer
Purpose of report:	(1) To provide an update on Member Training for 2019/20  (2) To illustrate the ongoing commitment to delivering Member Development
Recommendations	(1) To comment on and note the report.

**1. Background**

- 1.1 Dacorum Borough Council (DBC) has always strived to provide training for its elected members. An annual development programme has been produced and delivered.
- 1.2 The Member Development Steering Group (MDSG), continues to meet quarterly and leads Member Development at the Council. It is supported by the Corporate and Democratic Support Team.

**2. Member Development Training Programme**

**Mandatory training**

- 2.1 Local elections were held in 2019 and a programme of mandatory training was decided by Cabinet on 19<sup>th</sup> March 2019 (report at Appendix A). The list of mandatory training is as follows:
  - 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 - Charing 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.

2.2 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.

2.3 At least two sessions of each mandatory training has been provided to members (except Safeguarding training, this training had been delayed as the Safeguarding officer post was vacant. An external training provider has been found to deliver this training but has been postponed to September 2020 due to Covid-19).

2.4 The following mandatory training has been provided to members:

<b>Training</b>	<b>Dates</b>	<b>Attendance</b>	<b>Notes</b>
Planning	16 <sup>th</sup> May 2019 3 <sup>rd</sup> October 2019 10 <sup>th</sup> October 2019	40	Additional session planned for 17 <sup>th</sup> June
GDPR/FOI	28 <sup>th</sup> May 2019 4 <sup>th</sup> June 2019 27 <sup>th</sup> August 2019	47	
Budget setting	6 <sup>th</sup> August 2019 13 <sup>th</sup> August 2019	34	An additional session was arranged by the Finance team but had to be cancelled due to low attendance. Another session will need to be arranged before upcoming budget setting cycle.
Social Media	19 <sup>th</sup> September 2019 24 <sup>th</sup> October 2019	32	Listened to feedback about trainer – look to find another course to provide to remaining members
Council's constitution and code of conduct	10 <sup>th</sup> May 2019 11 <sup>th</sup> May 2019	50	Majority of councillors attended induction
Safeguarding	11 <sup>th</sup> September 2020 14 <sup>th</sup> September 2020		
Charing Skills	20 <sup>th</sup> June 2019	14	Mandatory for

			Chairs/Vice Chairs only. There are 15 Chairs & Vice Chairs that need to attend this training
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2.5 Other development opportunities that were not mandatory were provided between May 2019 and April 2020 and are as follows:

Training	Date	Attendance
Emergency Planning Awareness	11 July 2019	16
Overview & Scrutiny	24 July 2019	24
Licensing (external provider arranged by Licensing team)	8 November 2019	6
Community Leadership	21 November 2019 20 January 2020	14
Strategy, Improvement & Engagement briefing	13 February 2020	10

2.2 Members are asked each year as to what areas they would like to see included in the annual training programme. An email was sent to all councillors on 10<sup>th</sup> January 2020 to ask what they wanted to see on the member development programme for 2020/21. This will ensure a Member focused training programme and one which responds to their needs. The programme will be coordinated by the MDSG.

2.3 Training evaluation forms were amended following feedback from MDSG to give members the option to give their name so that Corporate and Democratic Support could discuss their feedback with them. Throughout the year, it was noted by MDSG that some feedback scores were low and it would be useful to find out why.

2.4 Attendance at training sessions that are not mandatory is still low. Average attendance at non-mandatory training sessions was 12 members. There is only one member who did not attend any training sessions in 2019/20 but this was due to ill health and Corporate and Democratic Support will be working with that councillor to arrange mandatory training when it is safe to do so after Covid-19.

2.5 The average number of training opportunities taken up per member was 5

### **3. Member Development Budget**

- 3.1 The 2019/20 budget was £9,630, a slight increase due to it being an induction year and £8,689.83 of this budget was spent. This included both training provided by an external company and courses for individual members that expressed a desire to attend.