



Report for:	Member Development Steering Group
Date of meeting:	27 October 2016
PART:	1
Title of report:	Annual Member Training Report 2015-2016
Contact:	M Anderson, Corporate Support Team Leader (Democracy) T Coston, Member Support Officer Councillor Taylor Chairman of the Member Development Steering Group
Purpose of report:	(1) To provide an update on Member Training for 2015/16 (2) To illustrate the ongoing commitment to delivering Member Development
Recommendations	(1) To comment on and note the report.

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 Support Team Leader - Democracy.
- 1.3 As part of the Chief Executive's priorities identified back in 2009/10, it was decided that DBC would aim to achieve Elected Member Charter Status. The Council achieved this status in December 2010 and although the accreditation has expired, has continued to show commitment to this.
- 1.4 The Member Charter was a statement of commitment to develop and support elected members. The processes put in place to achieve the Charter have helped the Council adopt a structured approach to Councillor development and to build elected member capacity. This is particularly important given the ever changing skills and competencies essential to fulfil the requirements of being a councillor.

2. Personal Development Plans 2016
- 2.1 As part of the Member Charter criteria, it is recommended that Councillors are offered the opportunity to have a Personal Development plan. Therefore the MDSG considered 3 options to carry out the PDP's and opted to choose LinkUKLTD.
- 2.2 Their proposal was to work with the council to schedule a number of visits to the offices where they would carry out 1-1 Personal Development Plan interviews with new members
 - 2.2.1 They would carry out Personal Development Plans by other means too where this is the preference of members e.g. telephone interviews, email exchanges, home visits and other off site visits. They anticipated that these combined modes of communication would aim to achieve a 100% take-up rate by members.
 - 2.2.2 Confidential completed PDP documentation would be retained and a copy of PDP's sent to participating members by email.
 - 2.2.3 They would provide a free anonymised and concise summary report of their findings to inform the member development planning process.
 - 2.2.4 Following this they would provide a follow up survey of all participants after 6 months to gauge progress, identify further needs and report on this.
- 2.3 The MDSG decided that 21 councillors would be encouraged to participate in the process. The outcome saw 18 councillors take part, 9 of which were newly elected in May 2015, however all 51 councillors were offered the opportunity.
- 2.4 The final report gave recommendations as to the key areas requested for further training sessions. These have been considered by the MDSG and officers are in the process of booking the relevant facilitators and populating the training programme.

3. Member Development Training Programme

- 3.1 At the beginning of the year, all regulatory training sessions were held, e.g. Development Control, Appeals and Licensing. All of which were attended well. Attendance at further Member Development sessions has remained at a steady level. Evaluations received are proving very helpful for the facilitators and helps towards organising future training events. This level of involvement by Councillors demonstrates their continuous commitment to their personal development and the criteria needed to maintain the Member Charter level of performance.
- 3.2 The Council had a local Performance Indicator for 2015/16 '*Average number of training opportunities taken up per member is 4*', which was achieved by members, and the average taken up per member was 4.2.
- 3.3 The following development opportunities were provided between May 2015 – April 2016:

Course	Date	Attendance
Induction Days	21/05/15 & 6/06/15	43
Development Control Training	26/05/15	12
Employment Appeals Training	08/06/15	8
Licensing Training	01/07/15	10
Community Infrastructure Levy (CIL) Briefing	15/07/15	3
Housing Appeals Training	20/07/15	8
Media Training (Cabinet)	22/07/15	3
Data Protection/ Info Security	23/07/15	17
Being an Effective Cllr (LGIU)	24/07/15	2
Voluntary Sector Speed Dating	01/09/15	10
Community Infrastructure Levy (CIL) training	09/09/15	4
Housing Allocations & CBL Standards	10/09/15	10
	17/09/15	4
Budget Setting Process	22/10/15	25
DCC Training	29/10/15	11
Evidence Based Decision Making	03/11/15	9
WRAP Training	18/01/16 & 01/02/16	2
Emergency Planning Awareness	20/01/16	14
WRAP Training	11/02/16	11
Talking about Herts Migration	25/02/16	1
Roles & Responsibilities	23/03/16	5
Understanding Risk Register Reports	20/04/16	10

3.4 You will see from the list above that some courses are arranged for members to have a 1:1 or for small groups to have a briefing with relevant officers; this year included CIL, Media and WRAP training.

3.5 Members are asked each year as to what areas they would like to see included in the annual training programme. This will ensure a Member focused training programme and one which responds to their needs. As previously mentioned, this year this was coordinated through the PDP process and considered by the MDSG.

3.6 Following their priorities, officers will now arrange courses and 1:1's for 2016/17.

4. Member Development Budget

4.1 During the years immediately following an election, the Member Development budget is £11,000. This year we have successfully kept within this budget.

4.2 The budget covered areas such as the newly elected member Induction, the LGA conference, courses held at Dacorum, courses individual Members requested to attend, hire of venues and specialist facilitators used for joint authority training.

4.3 In 2016/17 the budget has decreased to £9,000, in order to maintain the ongoing training programme.

5. Member Development Strategy 2012-2015

- 5.1 A requirement of the Member Charter accreditation was to have a Member Development Strategy. A Strategy for 2012-2015 had been completed, revised and amended during 2014 by the Member Development Steering Group.
- 5.2 Due to its expiry date, the strategy was reviewed, in full, during 2015. The Strategy aims to set out why Councillors require training, how this will be delivered, the resources and support available to Member Training and details on the Steering Group which coordinates the training programme.

6. Hertfordshire Member Development Network

- 6.1 Member Development Officers at DBC are part of the Hertfordshire Member Development Network Group, which meets quarterly.
- 6.2 This is a very successful group, which has been recognised by South East Employers as the leaders in networking and referred to as the Hertfordshire model. The group exchange examples of good training providers, give feedback on recent training events, seek advice and guidance on forthcoming projects and discuss future training topics. This is a great way for officers to increase their knowledge and expertise in Member Development.
- 6.3 Joint training has been held with local authorities and the Hertfordshire Member Development Network group have agreed to advertise all relevant training sessions to each other when spaces are still available. There is a standard charge for attending the course if they are being run by an external provider.

7. Future Plans and Considerations

- 7.1 Following the discussions which have taken place around the members Personal Development Plans (PDP), some training sessions have already been arranged, including; speaking with Confidence, Speed Reading and Effective Member Officer Partnerships.
- 7.2 Further work is continuing with other authorities to ensure that joint arrangements are in place to ensure a wide range of courses are being provided to our members. This also gives the councillors more opportunities to network with fellow colleagues.
- 7.3 During 2016-17 Members who took part in the PDP process will be offered a follow up process and have a mid point review to gauge progress with their development plan.