

<b>Title of Report</b>	<b>MEMBER DEVELOPMENT ANNUAL UPDATE</b>	
<b>Presented by</b>	Melanie Long, Democratic Services Team Manager	
<b>Background Papers</b>	<a href="#">East Midlands Council - Training Opportunities</a>	<b>Public Report:</b> Yes
		<b>Key Decision:</b> No
<b>Financial Implications</b>	The annual spend on Member training in 2019/20 was £4,622.	
	<b>Signed off by the Section 151 Officer:</b> Yes	
<b>Legal Implications</b>	Attendance at some training provided to Members is compulsory (e.g Licensing and Planning) and must be undertaken before the seat on the relevant Committee can be taken. Appropriate steps are taken to ensure that this training is attended and is regularly monitored.	
	<b>Signed off by the Monitoring Officer:</b> Yes	
<b>Staffing and Corporate Implications</b>	There are none.	
	<b>Signed off by the Head of Paid Service:</b> Yes	
<b>Purpose of Report</b>	To provide Members with an update on the type and level of training opportunities afforded to them and the statistical data showing rates of attendance.	
<b>Recommendations</b>	<p><b>(1) THAT THE ANNUAL REPORT ON MEMBER DEVELOPMENT BE RECEIVED AND NOTED;</b></p> <p><b>(2) THAT THE COMMITTEE DISCUSS AND CONSIDER HOW TO ENCOURAGE INCREASED ATTENDANCE AT TRAINING EVENTS.</b></p>	

## 1.0 BACKGROUND

- 1.1 Elected Members are central in delivering the vision for the authority and, as such, the Council needs to support its Members in carrying out their roles. Member development is one way the Council provides support to enable councillors to be better equipped to deliver the vision and priorities for the Council and to be effective community leaders.
- 1.2 All councillors are advocates for their communities and “case workers” for their individual constituents. Their effectiveness depends on the quality of development and level of support they receive. Development in all councillor roles is essential to enable them to succeed.
- 1.3 The Council operates a Member-led development process which is supported by the Democratic Services Team.

## 2.0 MEMBER DEVELOPMENT ACTIVITY DURING 2019/20

- 2.1 Below is a snapshot of what the Council currently provides in its support to Member training -

- An Induction and training programme including all compulsory and non-compulsory training
  - Advertising training events weekly on the Members' Bulletin
  - Supporting Members to attend training sessions run by East Midlands Council
  - Supporting Members to become Peer Challenge Members
  - Supporting Members in receiving accreditation to the Leadership Academy
  - Supporting Members to attend the Local Government Association Conference
  - Access to available on-line training through the Learning Pool
- 2.2 Attached at Appendix A to this report is a table which shows the internal member development sessions that have been offered during 2019/20 and the take-up.
- 2.3 Some of the training is provided through briefings and /or workshops but other techniques such as e learning are also employed. Efforts are made to ensure that the development sessions are available at convenient times to help make development more accessible to members. The following e-learning modules are available to councillors:-
- Public speaking
  - Chairing meetings
  - Working with the media
  - Technology and change
  - Basic IT skills – email, word etc
  - Social media
  - The Localism Act
  - Equality and Diversity
  - Data Protection
  - Risk Management
  - Fraud awareness
  - Freedom of Information
- 2.4 Further to the internal training offered, individual councillors are supported when attending conferences and development sessions externally. These include LGA conferences and training events hosted by East Midlands Councils.

### **3.0 COMMUNICATION AND ENGAGEMENT**

- 3.1 There are a number of ways in which details of training events are communicated to Members and these include
- Information included in all the nomination packs for candidates ahead of the election
  - Letters handed to successful candidates on the night of the election
  - Flyer circulated to all Councillors at the Annual Council meeting
  - Regular invites and reminders in the Members' Weekly Bulletin.
  - Letters emailed and sent in the post to individual Councillors
  - Follow up phone calls made to individual Councillors
  - Reminder emails sent to all Councillors
- 3.2 Efforts have continued to make member development sessions more interesting and convenient, as well as relevant. Promotion of each topic is carried out before the sessions take place.
- 3.3 Events are advertised weekly via a direct link in the weekly Members' Bulletin. Copies of these are sent to every councillor on Friday of each week, and a copy is also pinned up in the Members' Room.
- 3.4 Members are asked to discuss and consider how increased attendance rates at training sessions might be encouraged.

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	All
Policy Considerations:	None
Safeguarding:	No issues identified
Equalities/Diversity:	No issues identified
Customer Impact:	None
Economic and Social Impact:	No issues identified
Environment and Climate Change:	No issues identified
Consultation/Community Engagement:	None
Risks:	Lack of training results in a lower member capacity for involvement and leadership and could result in reputational damage and leave the Council open to challenge.
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APPENDIX A

Date	Development Opportunity	No. of Attendees
7 May 2019	ICT Training – Receiving equipment and learning about the set up	18
8 May 2019	Induction – a welcome and presentation followed by an opportunity to meet the services	27
8 May 2019	How the Council works – who does what?	27
9 May 2019	Standards and the Code of Conduct	14
13 May 2019	Planning Enforcement Policy	Cancelled due to poor take up
14 May 2019	Processes and protocols of Full Council meetings	6
15 May 2019	Affordable Rural Housing	8
22 May 2019	Chairing Skills - Key skills for chairing meetings	0
24 May 2019	Planning - Planning Code of Conduct/Declaration of interests/Lobbying/Site visits/Contact with applicants, developers and objectors/Role of Officers/Public Speaking at Meetings	7
29 May 2019	Overview and Scrutiny - how scrutiny can support council performance and to explore how scrutiny can better add value to policy shaping in the future.	10
30 May 2019	Essential Finance Scrutiny Training	8
4 June 2019	Standards and the Code of Conduct - For those that could not attend on 9 May	4
4 June 2019	Planning Training – For those that could not attend on 24 May.	6
19 June 2019	Licensing, Taxi licensing & Gambling Act	14
20 June 2019	Emergency Planning	5
27 June 2019	Financial Management	10
28 June 2019	Planning - For those that could not attend on 24 May or 4 June.	3
3 July 2019	Standards and the Code of Conduct- For those that could not attend on 9 May or 4 June	11
4 July 2019	Managing difficult people & challenging situations	0
9 July 2019	Use of the Surface Pro	4
16 July 2019	Audit & Governance - Statement of Accounts	8
15 August 2019	Planning - Planning Code of Conduct/Declaration of interests/Lobbying/Site visits/Contact with applicants, developers and objectors/Role of Officers/Public Speaking at Meetings	2
12 Sept 2019	Effective Ward Leadership and Advocacy Skills	0
14 Nov 2019	Treasury Management	8
20 Jan 2020	Carbon Neutral Roadmap Workshop	18