

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME 2017/18

EXECUTIVE SUMMARY

1. This report provides details of the 2017/18 – 2020/21 member training and development programme.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council endorse:-
 - a. The programme of Member Development activities and seminars scheduled for 2017/18 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members; and
 - b. The approach to a four year Member Development Programme outlined at paragraphs 8 to 10.

BACKGROUND

4. A planned and co-ordinated approach to Member Development is helpful in supporting Councillors to fulfil their roles effectively. It also helps support good governance by ensuring Councillors fully understand their responsibilities and how they can support the delivery of Council and Borough's priorities. This report sets out the Council's training and development programme 2017/18 (attached at Appendix A) and its approach to Member Training for the period 2017 to 2021.

Evaluation of Member Development Activities 2016/2017

5. During 2016/17 the Member Development Working Group (MDWG) (Councillors: Tony Corden/Joe Blackham - Chair, Sue Wilkinson, Richard A Jones, Andy Pickering and Clive Stone) reviewed and monitored the effectiveness of Member Development and progress against the 2016/17 training programme.
6. All Members who were required to undertake mandatory training to undertake a specific role e.g. Chairs training, Licensing, Planning and Audit Committee Member completed their training last year. However, attendance on mandatory training courses for all Members including Induction, Safeguarding, Corporate Parenting, Data Protection, Health and Safety and Equalities was 85.4% overall. This will not be acceptable in the forthcoming 4 year cycle and all members will be required to undertake the relevant mandatory training as

listed in Appendix A. The MDWG help raise awareness of training and development within their groups and encourage attendance. Attendance details are published on the Council's website.

7. Evaluation forms are used to feedback to those delivering training to ensure any necessary improvements can be made to future events and any good practice can continue. These forms are also analysed by the MDWG. Training is delivered mainly in house whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise.

Approach to Member Training 2017/18 and onwards

8. In reviewing current training and development MDWG supported the following approach to Member training and development over the next 4 years:

9. **Year 1 – Understanding the Essentials.**

- This includes **Induction and a programme of mandatory training** on issues such as Equalities, Data Protection, Health and Safety, Safeguarding and Corporate Parenting. Once undertaken this training will not need to be undertaken again during the current four year term unless there are significant policy or legislative changes. Members will be required to undertake Data Protection training on an annual basis which is consistent with the Council's requirement for its staff.
- As in previous years the Council has agreed that **mandatory training will be required before Members can undertake specific roles** on Committees e.g. Licensing and Planning and Charing. This applies to all Members whether newly elected or re-elected. This will ensure a consistent standard of training and awareness for those before Members are involved in regulatory decision making. Although once undertaken the training will be valid for 4 years, where required refreshers and updates will be provided where there are policy or legislative changes. This training will be run annually to take account of any changes to Committees at Annual Council.
- **An indicative Member Development Programme 2017/18 is attached at Appendix A for Members information** this was circulated to all Members in April.. Any changes to dates, times or venue since this was initially circulated are **highlighted**. This will be further developed during the course of the year to incorporate any additional requirements including seminars and briefings. During Year 1 Members will also be given the opportunity to identify any gaps in knowledge and skills and this will be used to develop a programme of training for future years.

Year 2 – The Developing Councillor. Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**

- **A focus on developing skills for Councillors** identified from the questionnaire issued in Year 1.
- **A mid-term review** of Member Development Programme at the end of year 2.

Year 3 – Consolidating Skills and knowledge. Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**
- **Advanced skills training and masterclasses.**

Year 4 - Future Planning -Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**
- **Advanced skills training and masterclasses**
- **End of term questionnaire** to help inform future Member Development Programme.
- **Review and reflection of 2017-21 training programme** and tracking effectiveness of Councillor development.
- **Draft Induction and Training programme** for 2021 and beyond.

10. The above plan outlines the direction for Member training over the next 4 years and will be subject to regular review by the MDWG and presented to council for information. Once the programme begins and an assessment of development need has been undertaken the MDWG can advise of the relevant topics to be included within the programme. The programme will be presented to Council on an annual basis to ensure there is elected Member buy in and awareness.
11. Other key areas that will be considered as part of the Council's Member Development offer include:
 - Continue to explore how Officers and Councillors can work together to deliver and ensure effective community outcomes. This concept is wider than training and development and will take account of such issues as identifying effective behaviours, use of equipment and technology, building up networks and contacts as well as understanding communities.
 - Continuing to support Councillors to become more digitally enabled by providing further support and training as well as the development of applications that will support remote and flexible working. Significant work has taken place by the Digital Council Team to support and engage with Councillors and support them in the use of new technology.
 - Identify opportunities to develop effective networks, best practice and additional resources that will support and enhance Member Development and support Councillors in effectively undertaking their roles and responsibilities.

- Identify best practice nationally and locally and ensure this is disseminated to Councillors.
- Establish more training materials and resources to assist Councillors and explore the opportunities for e-learning.

OPTIONS CONSIDERED

12. To support an annual training programme and planned approach to Member Development over a four year term.
Consider Member training and development on a year by year basis.

REASONS FOR RECOMMENDED OPTION

13. Endorsing an initial training programme and agreeing the principles of future training and development for the current cohort of Councillors will help establish a planned and co-ordinated programme of development activities.
14. The MDWG will continue to review the programme regularly to ensure it is relevant and stays on track. The programme is a planned approach aimed at meeting the development needs of Members now and in the future. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities.
15. In 2016 Annual Council agreed that following the local elections in 2017 all Members should attend mandatory training regardless of whether they have previously undertaken it. Unless there are any significant updates or legislative changes this would remain valid for their four year term of office (subject to any necessary updates). Other mandatory courses e.g. Licensing, Planning, Chairing skills would still need to be run annually to take account of any changes following Council's annual review of committee memberships.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

16. Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes.

RISKS AND ASSUMPTIONS

17. Mandatory training for all Members on areas such as Data Protection, Equalities and Health and Safety will ensure Members have a clear understanding of their roles and responsibilities and are aware of any significant risks including any corporate or personal liabilities. There is a risk to the Council if Members do not engage with this training and do not fully understand their responsibilities. The MDWG and officers will work with Members and Groups to ensure attendance at these sessions.
18. The MDWG will continue to monitor development activities including attendance, feedback and evaluation from events. This will provide the opportunity to further encourage participation within political groups and review the effectiveness of courses.

LEGAL IMPLICATIONS

19. The Council has the legal power to arrange training for Members by virtue of both S111 Local Government Act 1972 (which gives Local Authorities the power to do anything “which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions” and S1 Localism Act 2011 (the general power of competence:) “a local authority has power to do anything that individuals generally may do unless restricted by law).

FINANCIAL IMPLICATIONS

20. A budget of £10k exists to support Member Training and Development, which will mainly be used to support external provision. This budget has been sufficient during 2016/17, and is expected to be for the indicative 2017/18 programme.

TECHNOLOGY IMPLICATIONS

21. There are no specific technology implications associated with this report. ICT & Digital Council have been working with Councillors to promote and assisted them in utilising technology in undertaking their roles. The organisation will continue to facilitate this support and access to technology to assist Councillors in undertaking their roles and duties. Consideration should be given to how Technology & ICT can be utilised to support the development and delivery of the Member Development Programme.

HUMAN RESOURCE IMPLICATIONS

22. There are no specific HR implications associated with this report, however where the need for external training is identified due regard must be given to the Councils Contract Procedure Rules for the procurement of works, supplies and services.

EQUALITY IMPLICATIONS

23. To ensure Members are aware of the Council’s responsibility under the Equality Act 2010 mandatory training is provided to all Members. Officers in the Governance Services team are available to support and make suitable arrangements for Members who may not be able to access training because they have a protected characteristic e.g. due to disability.

CONSULTATION

24. The MDWG has been consulted in the development of the programme of training scheduled. Training dates have been circulated to all Councillors and candidates in the recent local government elections. Minor changes to the dates previously circulated to Members are highlighted on the schedule at Appendix A.

BACKGROUND PAPERS

There are no specific background papers associated with this report.

REPORT AUTHOR & CONTRIBUTORS

Andrew Sercombe, Governance & Member Services Manager
01302 734354 andrew.sercombe@doncaster.gov.uk

Scott Fawcus
Assistant Director of Legal & Democratic Services

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2017/18

Unless otherwise indicated, all training is scheduled for 2 hours maximum.

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors. Members who were serving Councillors during 2016/17 are not required to attend although they are welcome to attend any part of the induction session.	New Councillors are required to attend all 3 sessions in the Council Chamber: Mon 8 May – 9.00am – 3.45pm Tues 9 May – 9.00 am – 3.45pm Weds 10 May – 9.00am – 3.30pm
MANDATORY TRAINING – <u>ALL</u> MEMBERS - once undertaken will be valid for 4 years. Members need only attend one of the 3 sessions per subject area identified below.		
2	Understanding Equalities	Mon 12 th June 2017, 2:00pm - Room 210 Mon 26 th June 2017, 10:00am Room 210 Wed, 5 th July, 2017, 5:00pm – Room 008
3	Children's Services Safeguarding	Thurs 8 th June 2017, 5.30pm Rm 007a and b Fri 14 th July 2017 at 10am Rm 007a and b Wed 26 th July 2017, at 1.30pm Rm 209
4	Corporate Parenting	Friday 16 th June 2017, at 10am Rm 007a&b Tues 11 th July 2017, 5:30pm Rm 007a&b Thurs 20 th July 2017, at 2pm Rm 209
5	Information Governance and Data Protection. (There is a legal requirement to complete this training annually).	Weds 14 th June 2017, 2.30pm Rm 210 Friday 7 th July 2017, 10am Rm 210 Tuesday 18 th July 2017, 5pm Rm 210
6	Health & Safety for Elected Members	Monday, 22 nd May 2017, 10am Rm 210 Thurs, 15 th June 2017, 3:00pm Rm 210 Monday 17 th July 2017, 5:00pm Rm 008
7	Adult Safeguarding	Tuesday 23rd May 2017, 5pm Rm 008 Tuesday 20th June 2017, 2pm Rm 007a & b Wednesday 12th July 2017, 10:00am Rm 409
MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES This is compulsory for all relevant Committee Members - non Committee Members may also attend.		
8	Planning Induction	25 th May 2017, 9:30am Rm Council Chamber
9	Licensing Induction	Tuesday 6 th June 2017, 1.30pm Rm 210
10	Audit Induction	Mon 13 th June 2017, 1.30pm prior to Audit Committee meeting, Rm 209
11	Chairing Skills compulsory for Chairs & Vice Chairs of Committees (Chairs are only required to attend 1 of the 3 sessions)	Tues, 23rd May 2017 – 10:00am Rm 210 Weds, 24th May 2017 – 5:30pm Rm 209 Weds, 31st May 2017 – 2:00pm Rm 210

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2017 (continued)

MANDATORY FOR IDENTIFIED GROUPS – Members are only required to attend one of the scheduled sessions per subject area.		
12	Performance Management – Mandatory for Cabinet & Scrutiny Members	<p>Mon 5th June 2017, 2:00pm – 4:00pm – Room 210.</p> <p>Thurs 22nd June 2017, 5:00pm Rm 007a and b</p> <p>Thurs 6th July 2017, 10:00am Rm 007a and b</p>
13	Local Government Finance - Mandatory for newly elected Members.	<p>Mon, 19th June 2017, 1.30pm Rm 209</p> <p>Thurs, 3rd July 2017, 10:00am Rm 210</p> <p>Weds, 14th June 2017, 5:00pm, Rm 008</p>
14	Scrutiny and Challenge – Mandatory for Overview and Scrutiny Members	<p>Weds, 24th May 2017, 10:00am Rm 209</p> <p>Mon, 26th June 2017, 2:00pm Rm 209</p> <p>Tues, 4th July 2017, 5:00pm Rm 008</p>
15	Partnership Governance Training – Mandatory for Councillors appointed to Outside Bodies.	<p>Weds 14th June 2017, 10:00am Rm 210</p> <p>Thurs 6th July 2017, 2:00pm Rm 209</p> <p>Thurs 20th July 2017, 5:30pm Rm 209</p>
16	DIGITAL TEAM DROP IN SESSIONS (the Digital Team will also be available during Induction to support Councillors with their ICT needs)	<p>Thursday, 25th May 2017, 12:00pm – 2:00pm – area outside Council Chamber</p>
BRIEFING SESSIONS – Details of seminars and briefings will be provided as and when arranged. All Members are invited to attend.		
17	4 year Council Plan and Budget Strategy	<p>Wednesday, 21st June 11am – 2 pm. Council Chamber</p>
18	Prevention Matters: How elected members can improve the health of their communities (Limited places – booking required)	<p>Wednesday 28th June 9.30am – 3.30pm. Cast</p>