



# Doncaster Council

Date: 18<sup>th</sup> May 2018

To the Chair and Members of the Council

## MEMBER DEVELOPMENT PROGRAMME 2018/19

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Jane Nightingale	All	None

### EXECUTIVE SUMMARY

1. This report provides feedback on the 2017/18 Member training and development programme and proposes 2018/19 programme (attached at Appendix A).

### EXEMPT REPORT

2. Not exempt

### RECOMMENDATIONS

3. That Council
  - Receive and note the update on Member training and development activities undertaken during 2017/18.
  - Endorse the programme of Member Development activities and seminars scheduled for 2018/19 at Appendix A.
  - Endorse the annual completion of Data Protection training and the inclusion of Child Sexual Exploitation (CSE) awareness and Spam and Phishing as mandatory training for all Members.

### BACKGROUND

4. A planned and co-ordinated approach to Member Development assists Councillors in undertaking their roles effectively. This also supports good governance by ensuring Councillors understand how they can support the delivery of Council and Borough's priorities. At its meeting on 19th May 2017 Council endorsed an approach to Member Development and Training that would support them through their current four year term 2017/18 – 2020/21.

5. Key features of the programme are:
- i. **Mandatory training for all Members** - it was agreed that induction (for new Councillors elected in 2017), Adult Safeguarding, Children's Safeguarding, Corporate Parenting, Health and Safety, Data Protection and Equalities would be mandatory for all Councillors and would be a key focus for the training programme during 2017/18. Once undertaken this would be valid for the current four year term of office unless there were significant policy or legislative changes that would require a refresh.
  - ii. **Mandatory training for specific Roles** – Council agreed that **mandatory training will be required before Members can undertake specific roles** such as a Member of e.g. Audit, Licensing, Planning Committee or carrying out the role of Chair of a Committee. This will ensure a consistent standard of training and awareness for those Members who are involved in regulatory decision making. This training will be run annually to take account of any changes to Committees at Annual Council.
  - iii. **Developing Councillors as Community Leaders** – this will include enhancing individual skills and knowledge to ensure Councillors have the skills and support available to undertake their roles effectively, being responsive to the needs of communities, developing a vision for their area and supporting the delivery of the Borough's priorities.
  - iv. **Members Seminars and Briefings** – Throughout the year a number of seminars and briefings are arranged to ensure Members are kept up to date on important developments or issues.
  - v. **Reviewing and Monitoring** - The Member development programme is regularly reviewed by the cross party Member Development Working Group (MDWG). This consists of the Cabinet Member with Member Development within her/his portfolio and Group Leaders. During 2017/18 the MDWG included Councillors: Jane Nightingale (Chair), Sue Wilkinson, Richard A Jones and Andy Pickering. The MDWG also reviews and monitors the effectiveness of Member Development, identifies further opportunities for development and reviews attendance. Following each training event Members are asked to complete an evaluation form and these are reviewed and monitored by the MDWG. Where necessary this feedback is used to ensure the sessions remain relevant.
6. The training programme is a living document and is updated and amended as required by officers in Governance in consultation with 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.

### **Review of 2017/18**

7. All Members who were newly elected in 2017 attended induction. This was scheduled over 3 days and covered the role of Members, understanding how the Council works, Governance and an opportunity to meet key Members of staff. Members were also given the support to operate digitally

8. Mandatory training sessions for all Councillors have been scheduled on at least 5 occasions and at different times to accommodate Members availability. The completion rate for Mandatory Training is as follows:
  - Induction 100%
  - Understanding Equalities 84%
  - Corporate Parenting 85%,
  - Children's Safeguarding 93%
  - Health & Safety 87%
  - Adult Safeguarding 91%
  - Information Governance (pre General Data Protection Regulations) 87%.
  - E Learning Data Protection Training (introduced in March 2018 to comply with GDPRs) 56%.
9. As there remains a number of Members who have not undertaken the mandatory sessions during 2017/18 it is proposed that one further session will be arranged for each subject during 2018/19. This will coincide with the mandatory training sessions required for the Councillor elected to the vacant seat in the Town Moor ward.
10. Members can find their attendance at training and seminars under their profile on the Council's website.
11. Members will be aware that during the course of the year additional training was introduced to ensure Councillors were aware of their responsibilities under the General Data Protection Regulations (GDPR). As both data controllers and data processors there is a legal requirement for Councillors to undertake this training on an annual basis moving forward.
12. Councillors undertook mandatory training prior to taking up their positions on regulatory Committees such as Licensing and Planning. Training was also made available to Overview and Scrutiny Members to ensure they were clear on how to undertake their role effectively. All Chairs and Vice Chairs undertook Chairs training before taking up their position as Chair of a Committee.
13. During the course of the year a number of seminars and briefings were also arranged to ensure Members were kept up to date on important issues such as Devolution, Welfare Reform and Universal Credit, Adults Health and Well Being Transformation and Domestic Abuse.
14. The Digital Council Team have also worked closely with officers in Member Support to assist and support Councillors in effectively using digital devices including the My Doncaster app to assist in reporting service issues and the Modern Gov app which is used for accessing, reading and annotating agendas.

### **Training and Development Programme 2018/19**

15. The draft 2018/19 Training and Development Programme is attached at Appendix A and has been developed in consultation with the MDWG. All Members were issued with a questionnaire and given the opportunity to

identify areas of development and training for the 2018/19 programme. Directors and Assistant Directors have also been invited to identify topics for inclusion on the programme. Key features of the programme include:

- **Mandatory Training** - for those Councillors who have yet to complete the mandatory training and any new Councillors. It is also proposed that the following be added to the list of mandatory training:

- Awareness of Child Sexual Exploitation, to assist Members in fully understanding their safeguarding responsibilities.
- Spam and Phishing Awareness Training to reduce the risk to the Council and individuals of potential cyber-attacks, which may compromise the Council's network or may lead to potential data and security breaches.

Due to changes in legislation there is now a requirement for Members to undertake Data Protection training on an annual basis. It is proposed that this be undertaken as an e-learning module.

- **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.** Further topics will be identified during the course of the year and be added to the programme as necessary.
- **A focus on developing personal and leadership skills for Councillors.** Members were invited to complete a questionnaire during 2017/18 to identify any areas of development. The questionnaire together with the evaluation forms and feedback from the MDWG was used to identify topics for inclusion on the programme.

16. Other key areas that will be considered as part of the Council's Member Development offer include:

- Supporting Councillors to become more digitally enabled. Significant work has taken place by the Digital Council Team and Member Services to support and engage with Councillors in the use of new technology.
- Identifying 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.
- Identifying best practice nationally and locally and ensuring this is disseminated to Councillors.
- Establish more training materials and resources to assist Councillors and explore further opportunities for e-learning.

17. Once agreed the programme will be regularly reviewed and where necessary amended to ensure it remains up to date and relevant to the needs of Councillors.

## OPTIONS CONSIDERED

18. Option 1- To develop a planned and co-ordinated Member Development Programme.

Option 2 - To develop a training plan this is ad hoc programme of development and reactive to Members needs as they arise.

## REASONS FOR RECOMMENDED OPTION

19. Option 1 - this option 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. The MDWG will continue to monitor the effectiveness of the training programme.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

	<b>Outcomes</b>	<b>Implications</b>
	<p><b>Doncaster Working:</b> Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> <li>• Better access to good fulfilling work</li> <li>• Doncaster businesses are supported to flourish</li> <li>• Inward Investment</li> </ul>	Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes.
	<p><b>Doncaster Living:</b> Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> <li>• The town centres are the beating heart of Doncaster</li> <li>• More people can live in a good quality, affordable home</li> <li>• Healthy and Vibrant Communities through Physical Activity and Sport</li> <li>• Everyone takes responsibility for keeping Doncaster Clean</li> <li>• Building on our cultural, artistic and sporting heritage</li> </ul>	
	<p><b>Doncaster Learning:</b> Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p>	

	<ul style="list-style-type: none"> <li>• Every child has life-changing learning experiences within and beyond school</li> <li>• Many more great teachers work in Doncaster Schools that are good or better</li> <li>• Learning in Doncaster prepares young people for the world of work</li> </ul>	
	<p><b>Doncaster Caring:</b> Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> <li>• Children have the best start in life</li> <li>• Vulnerable families and individuals have support from someone they trust</li> <li>• Older people can live well and independently in their own homes</li> </ul>	
	<p><b>Connected Council:</b></p> <ul style="list-style-type: none"> <li>• A modern, efficient and flexible workforce</li> <li>• Modern, accessible customer interactions</li> <li>• Operating within our resources and delivering value for money</li> <li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li> <li>• Building community resilience and self-reliance by connecting community assets and strengths</li> <li>• Working with our partners and residents to provide effective leadership and governance</li> </ul>	

## RISKS AND ASSUMPTIONS

20. 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.
21. 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 [Officer Initials: SF Date 30.04.18.]**

22. 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 [Officer Initials: LR Date: 01.05.18.]**

23. A budget of £7k exists to support Member Training and Development, which will mainly be used to support external provision. This budget has been sufficient during 2017/18, and is expected to be for the indicative 2018/19 programme.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials: PW ...Date: 30.04.18]**

24. 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 [Officer Initials MLV Date 08.05.18.]**

25. 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 Council’s Contract Procedure Rules for the procurement of works, supplies and services.

#### **HEALTH IMPLICATIONS [Officer Initials: CEH. Date 02.05.18.**

26. The completion of training by members (in particular the health related sessions) will provide a greater understanding around the complexity of addressing Doncaster’s health challenges. Improving knowledge and awareness will support members to deliver their role effectively to address the wider health and wellbeing for Doncaster residents.

#### **EQUALITY IMPLICATIONS [Officer Initials: AS Date 30.04.18.]**

27. 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**

28. The MDWG has been consulted in the development of the programme of training scheduled. Training dates and minor changes will continue to be amended throughout the 2018/19 year.

## **BACKGROUND PAPERS**

29. 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](mailto:andrew.sercombe@doncaster.gov.uk)

**Scott Fawcus**  
**Assistant Director of Legal & Democratic Services**