



Doncaster Council

Report

Date: 20th May 2022

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME 2022/23

EXECUTIVE SUMMARY

1. This report provides details of the 2022/23 member training and development programme and update on training undertaken during 2021/22.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council:-
 - i. Note the Member training and development undertaken during 2021/22.
 - ii. Endorse the programme of Member Development activities and seminars scheduled for 2022/23 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members;
 - iii. Note the programme of Member Development be further updated over the course of the year in consultation with the Member Development Working Group.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

4. Ensuring the Council has a robust Training and Development programme in place will assist Councillors in effectively understanding their key roles and responsibilities. In turn, this will enable them to more effectively support and represent all citizens in the Borough through effective decision-making and community leadership.

BACKGROUND

5. 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 roles and responsibilities and how they can support the delivery of Council and Borough wide priorities. At its meeting on 21st May 2021 Council endorsed an approach to Member Development and Training that would support them through their current four year term 2021/22 – 2024/25.
6. Key features of the programme are:
 - i. **Mandatory training for all Members** - it was agreed that Induction (for new Councillors), Adult Safeguarding, Children’s Safeguarding, Child Exploitation, Corporate Parenting, Health and Safety, Data Protection, Spam and Phishing and Equalities, Diversity and Inclusion, Members Code of Conduct, would be mandatory for all Councillors. 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 is required before Members can undertake specific roles such as a Member of 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 decision making. This training will be run annually to take account of any changes to Committees at Annual Council.
 - iii. **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 policy developments or service issues.
 - iv. **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 2021/22 the MDWG included Councillors: Jane Nightingale (Chair), Dave Shaw, Jane Cox 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.
7. 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 using Microsoft Teams, whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise. Mandatory training sessions are run on a number of occasions and at different times to ensure this accommodates Members’ availability, particularly for those who may have work or caring responsibilities.

Evaluation of Member Development Activities 2021/22

8. **Induction** - A key focus for the 2021/22 programme was Member Induction following the May 2021 elections. 23 Councillors elected in May 21 were new Councillors, 34 were returning Councillors. Induction was scheduled over 4 days and due to Covid restrictions was undertaken virtually using Microsoft Teams. The Induction provided an overview of roles and responsibilities, governance arrangements and an opportunity to hear from the Mayor, the Chief Executive and other officers about the key services delivered by the Council and its partners.
9. **Mandatory Training for specific roles** - Following the Induction and the 2021 Annual General Meeting, mandatory training was quickly provided to support Members in undertaking specific roles on Committees e.g. Chaining skills, Planning, Audit and Overview and Scrutiny training. Training for Licensing Committee Members is now delivered by the Institute of Licensing.
10. **Mandatory Training for all Members** - At least 4 sessions have been held on different dates and times to accommodate attendance at mandatory training during the year. The percentage of Members who have completed mandatory training is as follows:
 - New Member Induction - for newly elected Councillors = 100%
 - Data Protection = 100%
 - Children's Services Safeguarding and Corporate Parenting 94.5%
 - Child Exploitation = 94.5%
 - Spam & Phishing = 92.7%
 - Health & Safety for Elected Members = 96.3%
 - Adult Safeguarding = 92.7%
 - Code of Conduct = 100%
11. Further sessions will be arranged during 2022/23 for those who have been unable to attend. previous sessions.
12. **Externally hosted events** - A number of sessions provided by external trainers have been arranged during the year to provide Members with an external perspective on their role. The Local Government Association hosted a session for Members on Community Leadership and the Local Government Information Unit ran a practical session on questioning skills for Overview and Scrutiny Members.
13. **Member seminars and briefings** have kept Members informed and up to date on relevant issues, policy changes and updates to service delivery. Briefings have been held on the following issues: Migration Yorkshire, Research Active Council, Environment & Sustainability, Streetscene and Cyber security arrangements.

Member Training & Development 2022/23

14. The Member Training programme for 22/23 is attached at Appendix A and has been informed by responses from a Member Development questionnaire

(25% response rate), general feedback from Councillors and officers and training evaluation forms. This schedule sets out key areas of training that will be delivered during the course of the year. However, it is a live document and will be updated and amended throughout the year to respond to development needs as they arise including briefings and seminars. This will also be regularly reviewed and updated by the MDWG.

15. **Mandatory training** will be arranged for the new Member for Wheatley Hills and Intake and those Members who have yet to complete their mandatory training will also be invited to attend these sessions. Every effort will be made to co-ordinate the diaries of individual Members yet to undertake the training to facilitate a mutually agreeable date and time. Training on Equality, Diversity and Inclusion is currently under development and will be made available to all Members during the summer, this session this will also incorporate Cultural Awareness.
16. **Mandatory Training for specific roles** - Following the AGM training has been arranged to ensure any Members appointed to Committees undertake relevant training to fulfil their role on committees e.g. Licensing, Planning, Audit and Charing. Licensing training will be undertaken remotely and be delivered by the Institute of Licensing.
17. **Developing Community Leadership** – Leading, representing and effectively communicating with communities is essential for Councillors in supporting the delivery of the Borough’s priorities. Following the LGA hosted session in April and feedback from the Member development questionnaire further work will take place with the MDWG to identify training to enhance Members in undertaking this role effectively. This will likely include skills training focussed around the key LGA’s political skills framework for Councillors i.e: partnership working, local leadership, communication skills, political understanding, regulation and monitoring and political skills.
18. **Overview and Scrutiny** – Further training sessions will be arranged to support Members in their Overview and Scrutiny role. This will build on the sessions that have already been provided during 2021/22 by external providers around the general principles of Overview and Scrutiny and developing questioning skills.
19. **Briefings and Seminars** - During the course of the year Members will continue to receive briefings, seminars and updates on important issues as they arise. These dates will be diarised over the course of the year and Members will be informed via the weekly training and seminar email update.

Additional Training and Development Activities

20. Other key areas of Member Development will include:
 - Continuing 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.
- Establish more training materials and resources to assist Councillors and explore the opportunities for e-learning. Copies of presentations and training resources are available to access on the Council's intranet.
- Whilst training will continue to be delivered using Microsoft Teams, opportunities for face to face training sessions will be considered moving forward and where this is appropriate.

Monitoring and Review

21. The draft plan attached at Appendix A sets the framework for training over the next year and once the dates of training sessions have been confirmed, this will be regularly reviewed and considered by the Cabinet Member for Corporate Services and the MDWG.

OPTIONS CONSIDERED

22. To develop a stand-alone one-year training and development programme would not provide a planned co-ordinated approach to Member Training and Development. This programme builds on the initial induction and mandatory training programme introduced during 2021/22.

REASONS FOR RECOMMENDED OPTION

23. 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.
24. 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.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

25. Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes through effective decision making and community engagement.

RISKS AND ASSUMPTIONS

26. Mandatory training for all Members on areas such as the Code of Conduct, Safeguarding, Data Protection, 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 and the individual Member if they 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.

27. 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 [HMP 11.05.22]

28. 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 [PH 11.05.22]

29. 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 in previous years and is expected to be for the indicative 2022/2023 programme.

HUMAN RESOURCE IMPLICATIONS [RH 10.05.22]

30. There are no specific HR implications associated with this report, HR will assist where required in terms of training and development for Councillors on all relevant policies and procedures. 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.

TECHNOLOGY IMPLICATIONS [PW 06.05.22.]

31. Technology is an essential enabler to assist Councillors in undertaking their roles and duties. ICT & Digital will continue to work closely with colleagues in Governance & Member Services to support Councillors in the use of new technology and to become more digitally enabled by providing further support and training as needed. Councillors will also have access to the new Digital Skills Hub which is used to support the rollout of new technology across the Council and brings together all relevant guidance, hints, tips and self help on the core digital tools used.

HEALTH IMPLICATIONS [RS 05.05.22]

32. Good governance combined with effective training and member development is essential to protect and improve the health of the public. The programme covers mandatory issues that have direct health effects including health and

safety as well as safeguarding, as well as seminars and briefings including prevention Matters with the LGA and Health in All Policies. Effective training on licensing, planning and research will support effective decision making on the wider determinants of health that have a more indirect impact on health. Advice on specific public health updates, development and training can be requested from the Director of Public Health.

EQUALITY IMPLICATIONS (Officer Initials...AS...Date.....04/05/22)

33. 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 a disability.

CONSULTATION

34. All Members have been consulted on proposals for training and development via a questionnaire. The MDWG is regularly consulted on Member training and development and meets quarterly to review and consider training and development.

BACKGROUND PAPERS

35. There are no specific background papers associated with this report.

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

- MDWG Member Development Working Group
- LGA – Local Government Association
- LGIU – Local government Information Unit

REPORT AUTHOR & CONTRIBUTORS

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

Scott Fawcus
Assistant Director of Legal and Democratic Services

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2022/23

Mandatory Training – once undertaken will be valid for the 4 year term (2021/22 – 2024/2025 unless otherwise indicated).

All training is scheduled for 2 hours maximum, both day and evening sessions. Sessions will be delivered using MS Teams unless stated otherwise

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors.	Completed To be arranged only when required.
MANDATORY TRAINING – ALL MEMBERS (BI-ANNUAL) This is compulsory for all Members (to be undertaken on a bi-annual basis).		
2	Data Protection E-Learning	Completed To be undertaken only when required.
MANDATORY TRAINING FOR ALL MEMBERS This is compulsory for all Members (once undertaken this is valid for 4 years).		
3	Equality, Diversity and Inclusion.Training (EDI)	Date to be arranged summer 2022
4	Children’s Services Safeguarding and Corporate Parenting (COMBINED)	Date to be arranged summer 2022
5	Child Exploitation	Date to be arranged summer 2022
6	Spam & Phishing E-Learning	To be arranged as required.
7	Health & Safety for Elected Members	Date to be arranged summer 2022
8	Adult Safeguarding	Date to be arranged summer 2022
9	Code of Conduct	Completed. Refreshers arranged if required.

MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all Committee Members (once undertaken this is valid for 4 years)

10	Planning Induction	25 th May @4pm
11	Licensing Induction	8 th June online via Institute of Licensing.
12	Audit Induction	24 th May @4pm
13	Chairing Skills (compulsory for Chairs & Vice Chairs of Committees)	26 th May @ 4pm

MANDATORY FOR IDENTIFIED GROUPS

This is compulsory for identified groups (once undertaken this is valid for 4 years).

14	Performance Management Mandatory for Cabinet & Scrutiny Members	To be arranged and undertaken as required following AGM (June-Sept)
15	Local Government Finance Mandatory for Cabinet & Scrutiny Members	To be arranged and undertaken as required following AGM (June- Sept)
16	Understanding Overview and Scrutiny Mandatory for Overview and Scrutiny Members (providing an overview of the function)	To be arranged and undertaken as required following AGM (June – Sept)
17	Understanding Your Role on Outside Bodies Mandatory for Councillors appointed to Outside Bodies.	To be arranged and undertaken as required following AGM (June- Sept)

SEMINARS, BRIEFINGS AND FURTHER TRAINING

18	Licensing (for non Committee Members)	To be arranged.
-----------	--	-----------------

19	Research in Doncaster Council	To be arranged.
20	Health in All Policies	To be arranged.
21	Overview of Environment Services	End of May 2022/Early June (TBA)
22	Prevention Matters – to champion and improve health in our communities.	TBC (LGA hosted)
23	“All Hands on the Don” Environmental project.	To be arranged June/July