



City of Doncaster Council

Report

Date: 17th May 2024

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME: REVIEW OF 2023/24 & PROPOSALS FOR 2024/25.

EXECUTIVE SUMMARY

1. This report updates on training undertaken during 2023/24 and provides details of the proposed member training and development programme 2024/25.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

3. Council is asked to:-
 - i. Note the Member training and development undertaken during 2023/24.
 - ii. Endorse the programme of Member Development activities and seminars scheduled for 2024/25 at Appendix A.
 - iii. Note the programme of Member Development at Appendix A will 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 Councillors to more effectively support and represent all citizens 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 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 (2021 – 2025) unless there were significant policy or legislative changes that would require a refresh. Data Protection and Cyber Security are required to be undertaken every two years.
 - 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 Committee membership 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 one Member from each political group. During 2023/24 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 Services in consultation with the MDWG. Training is delivered mainly in house and remotely using Microsoft Teams. Some training however, is commissioned and delivered by external providers where this provides better value for money or requires specific expertise. Training can be delivered face to face if required. Mandatory training sessions are run on a number of occasions and at different times to ensure this accommodates Members' availability, particularly those who may have work or caring responsibilities.

Evaluation of Member Development Activities 2023/24

8. **Mandatory Training for all Members** - All Members have completed the Cyber Security e-learning, this replaces the Spam and Phishing course previously undertaken. Cyber Security is a significant risk for local authorities and this training ensures Members are aware of the actions needed to protect the organisation from cyber threats. This is required to be undertaken every two years.
9. To ensure Councillors are aware of their responsibilities an updated course on Equality, Diversity and Inclusion (EDI) and Unconscious Bias was delivered to all Members during 2023/24. In accordance with CIPFA guidelines all Members were given the opportunity to undertake new training on Treasury Management. Following his election at the Rossington and Bawtry by election in November 2023, Councillor Guest received his induction.
10. **Mandatory Training for specific roles** - Following the 2023 Annual General Meeting, mandatory training was provided to support Members in undertaking specific roles on Committees e.g. Charing skills, Planning, Audit and Overview and Scrutiny training. Training for Licensing Committee Members is now delivered externally by the Institute of Licensing.
11. **External support and events.** As well as providing training on questioning skills and developing recommendations peer support has also been provided to OSMC and the Chairs and Vice Chairs by the Local Government Association to help put this learning into practise.
12. **Member seminars and briefings** have kept Members informed and updated on a range of issues, policy changes and changes to service delivery. Briefings have been held on important issues such as Doncaster Sheffield Airport, Domestic Abuse and the Environment and Sustainable strategy,

Member Training & Development 2024/25

13. The Member Training programme for 2024/25 is attached at Appendix A and has been considered by the Member Development Working Group. All Councillors have been given the opportunity to put forward issues for consideration. Officers have also been asked to identify any topics for seminars and briefings for inclusion during the course of the year. As training and development needs are responsive, this is a live document and will be updated and amended throughout the year to meet new development needs as they arise. This programme will also be regularly reviewed and updated by the MDWG.
14. **Mandatory training:** During the course of the year any Members who have outstanding mandatory training will be notified and the relevant sessions have been identified at Appendix A. A number of Members will need to repeat the cyber security and data protection training. These are e-learning courses and automated reminders are generated one month prior to them requiring to undertake the training again every 2 years.

15. **Mandatory Training for specific roles** - Following the AGM, training has been arranged to ensure any Members newly appointed to Committees undertake relevant training to fulfil their role on those committees e.g. Licensing, Planning, Audit and Charing. Licensing training will be undertaken remotely and be delivered by the Institute of Licensing.
16. **Developing Community Leadership** – This was identified as an area of development from a number of Members last year. During the course of the year we will continue to identify any relevant training that will support Members in Leading, representing and effectively communicating with communities.
17. **Overview and Scrutiny** – Further LGA peer support will take place during the course of the year to assist Members in their Overview and Scrutiny role. This will continue to have an emphasis on developing recommendations and adding impact through Overview and Scrutiny.
18. **Digital Skills** - Members are encouraged to use technology to support them to become more digitally enabled and support remote and flexible working. Significant work has taken place by the Digital Council Team to engage with Councillors and support them in the use of new technology. Further ICT support will be offered to Members during the course of the year to further assist them in their role.
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, topics for consideration will be identified over the course of the year to ensure updates are timely and appropriate. These sessions will be delivered face to face or remotely and Members will be informed via the weekly training and seminar email.

Monitoring and Review

20. The draft plan attached at Appendix A sets the framework for training over the next year and once outstanding dates for training sessions have been confirmed, this will be regularly reviewed and considered by the Cabinet Member for Corporate Services and the MDWG. The programme will also be populated further during the course of the year as further briefings, seminars and training requirements are identified. Any Members wishing to request any topics for training and development or seminars and briefing can do so by contacting the Governance Services team with their request.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION



21. 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.
22. 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.

23. 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

24. This report has no direct impact on the Council's Key Outcomes. However, ensuring Councillors have the skills and knowledge to undertake their role will ensure they are more likely to positively contribute to all priorities.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments N/A				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓

Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: Training on Equalities, Diversity and Inclusion, Cultural Awareness and Race Equality all feature in the Member Development Programme. Ensuring Councillors are fully aware of the Council's role in this area will assist them in delivering this agenda and effectively supporting their communities and effective decision making.				

LEGAL IMPLICATIONS [Officer Initials: NC 29.04.24.]

25. 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: PH 01.05.24.]

26. A budget of £5k 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 2024/2025 programme.

HUMAN RESOURCES IMPLICATIONS [Officer Initials SH 29.04.24.]

27. 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 [Officer Initials: ET 30.04.24]

28. Members are encouraged to use technology to support them to become more digitally enabled and support remote and flexible working. Significant work has taken place by the Digital Council Team to engage with Councillors and

support them in the use of new technology. Further ICT support will be offered to Members during the course of the year to further assist them in their role.

RISKS AND ASSUMPTIONS

29. 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.
30. 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.

CONSULTATION

31. All Members have been consulted on proposals for training and development. The MDWG has considered feedback from Members, is regularly consulted on Member training and development and meets quarterly to review and consider future training and development needs.

BACKGROUND PAPERS

32. There are no background papers associated with this report

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

- MDWG Member Development Working Group
- LGA – Local Government Association

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MEMBER TRAINING & DEVELOPMENT PROGRAMME 2024/25 APPENDIX A

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

All training is scheduled for 2 hours maximum, both day and evening sessions

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors. MS Teams	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. Some Members will be required to renew during 2024/25.
3	Cyber Security E - Learning	Completed. Some Members will be required to renew during 2024/25. This has replaced Spam and Phishing
MANDATORY TRAINING FOR ALL MEMBERS This is compulsory for all Members (once undertaken this is valid for 4 years).		
4	Equality, Diversity and Inclusion Training (EDI) including Cultural Awareness	Completed
5	Children’s Services Safeguarding and Corporate Parenting (COMBINED) MS Teams	Further Session to be arranged
6	Child Exploitation MS Teams	Further Session to be arranged
7	Health & Safety for Elected Members MS Teams	Completed
8	Adult Safeguarding E-Learning Course	Further Session to be arranged

9	Code of Conduct MS Teams	Completed
10	Treasury Management	Further session to be arranged
11	Race Equality Training	Further session to be arranged.
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 In person (Room to be confirmed)	Tuesday 28 th May 2024 12pm
11	Licensing Induction Online with Institute of Licensing exact date to be confirmed	Tuesday 4 th June 2024 (All Day) or Tuesday 11 th July 2024 (All Day)
12	Audit Induction MS Teams	Tuesday 4 th June 2024 at 1pm
13	Chairing Skills (compulsory for Chairs & Vice Chairs of Committees – refresher/masterclass) Rooms 007 a & b	Delivered by LGA Wednesday 29 th May 2024, 2pm
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 MS Teams	To be arranged as required.
15	Local Government Finance Mandatory for Cabinet & Scrutiny Members MS Teams	To be arranged as required.

16	Understanding Overview and Scrutiny Mandatory for Overview and Scrutiny Members (providing an overview of the function) MS Teams	To be arranged as required.
OTHER TRAINING SEMINARS AND BRIEFINGS (Further sessions to be determined during the course of the year)		
17.	Anti-Social Behaviour	30 th May 2024, 4pm, Hybrid (Council Chamber/MS Teams)
18.	Dedicated Schools Grant MS Teams	Thursday 13 th June 2024 at 5.30pm to 7.00pm
19.	City Centre	To be arranged
20.	Commercial Determinants of Health and Smokefree Generation	To be arranged (towards the end of 24/25)
21.	Health Determinants Research Collaboration (progress and first successes)	To be arranged (mid-year)
22.	Adult Social Care: what's going well, what we're improving and how we're preparing for CQC inspection	To be arranged (early in year)
23.	Homelessness and rough sleeping: how we're tackling the growing pressures in Doncaster's communities (joint with St Leger Homes)	To be arranged
24.	Working Together Policy Changes.	To be arranged
25.	Family Hub Policy Framework.	To be arranged
26.	School Admissions	To be arranged
27.	SEND Transformation	To be arranged
28.	Skills Update	To be arranged

29.	Overview and Scrutiny – developing recommendations and added value (LGA – Peer support)	To be arranged
30.	Licensing for Non-Licensing Members	To be arranged
31.	Developing Members' Community Leadership role	To be arranged
32.	The new Consumer Standards social housing regulatory framework – What Members need to know?	To be arranged.