

**To the Chair and Members of the COUNCIL**

**MEMBER DEVELOPMENT PROGRAMME 2016/17**

**EXECUTIVE SUMMARY**

1. This report provides a summary of the 2015/16 Member training programme and proposes a programme of Member training and development for 2016/17.

**EXEMPT REPORT**

2. Not exempt

**RECOMMENDATIONS**

3. That Council:-
  - i. Note the Member Development activities undertaken during 2015/16.
  - ii. Approve the programme of Member Development activities and seminars scheduled for 2016/17 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members.
  - iii. Agree that following the 2017 local elections all councillors be required to undertake training deemed mandatory for all Members during 2017 and that this remains valid during their four year term of office, subject to any necessary updates that may require this training to be refreshed.

**BACKGROUND**

4. The arrangements for Member training are detailed within the Member Development Framework (MDF). The MDF sets out some best practice principles by detailing mandatory and recommended training and detailing how this will be undertaken e.g. through briefings, seminars, workshops, etc.

**Evaluation of Member Development Activities 2015/2016**

5. During 2015/16 the Member Development Working Group (MDWG) (Councillors: Tony Corden - Chair, Rachael Blake, James Hart, Andy Pickering and Clive Stone) reviewed the effectiveness of Member Development and progress against the 2015/16 training programme.
6. The MDWG has concluded that there is now a more co-ordinated and consistent approach to delivering Member development – events are advertised in advance, training is targeted at the relevant groups of Members and reminders are sent, evaluation of training is monitored and reviewed.

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.
8. A questionnaire was sent to all Members during January 2016 to provide an opportunity for Members to suggest topics for the forthcoming work programme and provide feedback in respect of member development generally. This has been used to inform the 2016/17 training programme attached at Appendix A and to develop an Action Plan for the MDWG to undertake next year.

### **Attendance**

9. Mandatory training sessions for all Members have been run on at least three occasions including an evening session to accommodate working Members. Once Members have attended, mandatory training remains valid for three years. At the end of Q4 (Jan-March 2016) the overall figures for Members who were up to date with their mandatory training was 87.71% against a target figure of 95%. This figure will initially reduce as we commence the 16/17 municipal year as the 3 year period for those Councillors who undertook mandatory training during 2013/14 will expire and they will need to undertake this training again. Those Members will be notified accordingly. A further breakdown of the number of Members currently up to date with their training is detailed below:
  - Data Protection/Information Governance Management – 87%
  - Equalities – 94%
  - Children’s Safeguarding – 87%
  - Corporate Parenting 76%
  - Induction 100%
  - Health & Safety 85%
  - Adult Safeguarding 85%
10. Members of the MDWG help raise awareness within their groups of training and development to encourage attendance. Attendance details are also sent to Group Leaders for information and for them to further encourage attendance.

## Member Training Programme 2016/17

11. **Appendix A** sets out the Member development programme for 2016/17. This includes mandatory training for **all** Members and training deemed mandatory for **specific groups of Members** e.g. Chairs of Committees or Cabinet Members. Members appointed to Regulatory Committees e.g. Licensing or Planning and Chairs of Committees should not take up those positions until they have undertaken the relevant training. Once undertaken, mandatory training remains valid for three years subject to Members receiving any necessary updates that may be relevant to these areas. Mandatory induction training will be provided to the Councillor elected at the Kirk Sandall and Edenthorpe by-election in May 2016 and this will take place during week commencing 9<sup>th</sup> May 2016. All candidates were informed of the induction arrangements and programme of training prior to the election.
12. For 2016/17 the MDWG has proposed that any Member appointed by the Council to a partnership or an outside body e.g. as a Director or Trustee should undertake Partnership Governance training. Members appointed to these positions need to be aware of their roles and responsibilities and to avoid acting beyond their powers, committing the Council to any financial commitments and understanding any personal liabilities and responsibilities.
13. In response to feedback from the questionnaire the programme includes skills training for Members with different abilities/experience and now includes a master class on questioning skills for more experienced Members.
14. The programme also contains a list of Members seminars to provide information and updates to Members on key topics. As far as possible dates for these sessions have been included in the programme, where dates are to be confirmed Members will be advised as soon as these have been arranged. Both the seminar programme and training programme are flexible and may be updated and amended in consultation with the Chair of the MDWG to ensure they remain relevant and responsive to Member's needs.

## Moving Forward

15. During January 2016 a questionnaire was sent to all elected Members asking them to identify areas for personal development (measured against the LGAs political skills framework), suggestions for the 2016/17 training programme and any other feedback relating to Member Development. This feedback has been used to develop the 2016/17 training programme attached at Appendix A.
16. The questionnaire feedback has also been used to develop a work programme for the MDWG. Some of the key areas include:
  - Review and refresh of the Member Development Framework to ensure it remains relevant and fit for purpose.

- Further work to focus on the role of the Councillor as a community leader and the skills and knowledge needed to deliver this. This is particularly important as the Council changes the way it delivers services to residents and Councillors play a key role in facilitating and supporting this change. This concept is wider than just training and development as it will look at such issues as behaviours, equipment and technology, building up networks and contacts as well as understanding communities. The MDWG has identified this as a key area of work for 2016/17 to ensure the foundation for a robust programme with agreed expectations is in place following the elections in 2017. It is important that the changing role of elected Members is embedded within wider plans that shape the characteristics and vision for the future Council.
  - Continue to explore how Officers and Councillors can work together to deliver community outcomes. This may include exploring opportunities for joint training that will support community Leadership.
  - 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.
  - Explore the ability for Members to view their own training records on the Council's committee management system
  - Improve pre course information and clearly identify purpose and aims and objectives of each training session.
  - Identify further ways to encourage participation and engagement on Member training particularly on mandatory training.
17. The MDWG recommends that following the local elections in 2017 all Members should attend mandatory training regardless of whether they have taken it within the last three years and this would remain valid for their four year term of office (subject to any necessary updates). This would provide a significant efficiency in time and resources. Other mandatory courses e.g. Licensing, Planning, Chaining skills would still need to be run annually to take account of any changes following Council's annual review of committee memberships.
18. In addition the MDWG will continue to monitor the effectiveness of the Member development programme during 2016/17.

## OPTIONS CONSIDERED

19. Council could support an ad hoc programme of development for Members. This is likely to be un-focused, unco-ordinated and may not necessarily meet the needs of elected Members.

## REASONS FOR RECOMMENDED OPTION

20. Agreeing the programme of development activities for 2016/17 now will enable officers to make the necessary arrangements for the programme to be put in place for the new municipal year. The programme is a planned approach aimed at meeting the development needs of Members. 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

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

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Be a strong voice for our veterans</i></li> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	All families thrive.	

	<ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	
	Council services are modern and value for money.	
	Working with our partners we will provide strong leadership and governance.	

## **RISKS AND ASSUMPTIONS**

22. The Member Development Working Group will continue to monitor Member 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. 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.

## **LEGAL IMPLICATIONS**

23. The Council has the legal power to arrange training for Members by virtue of both S111 Local Government Act 1972 and S1 Localism Act 2011 (the general power of competence).

## **FINANCIAL IMPLICATIONS**

24. 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 2015/16, and is expected to be for the indicative 2016/17 programme.

## **EQUALITY IMPLICATIONS**

25. 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**

26. All Members were provided with an indicative list of Member training to provide comment and feedback. The training programme takes account of this. The MDWG has been consulted in the development of the programme of training scheduled for 2016/17.

## **BACKGROUND PAPERS**

### **Member Development Framework**

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## MEMBER TRAINING &amp; DEVELOPMENT PROGRAMME 2016/17

No.	Topic	Date
<b>MANDATORY TRAINING – ALL MEMBERS</b> - once undertaken will be valid for 3 years. Members need only attend one of the 3 sessions identified below.		
1	<b>Equalities</b> (incl Public Sector Equality Duties / community leadership role / equality legislation)	Thurs 30 <sup>th</sup> June 2016 – 3pm Mon 4 <sup>th</sup> July 2016 – 10am Mon, 5 <sup>th</sup> Sept 2016 - 5:30pm
2	<b>Children’s Services Safeguarding</b>	Fri 15 <sup>th</sup> July 2016 – 10am Thurs 11 <sup>th</sup> Aug 2016 – 2pm Thurs 29 <sup>th</sup> Sept 2016 – 5.30pm
3	<b>Corporate Parenting</b>	Thurs 18 <sup>th</sup> Aug 2016 – 2pm Thurs 22 <sup>nd</sup> Sept 2016 – 10am Thurs 13 <sup>th</sup> Oct 2016 – 5.30pm
4	<b>Information Governance including Data Protection</b>	Fri 1st July 2016 – 10am Tues 26 <sup>th</sup> July 2016 – 5pm Mon 12 <sup>th</sup> Sept 2016 – 2:30pm
5.	<b>Health &amp; Safety for Elected Members</b>	Mon, 4 <sup>th</sup> July 2016 – 5:30pm Mon, 5 <sup>th</sup> Sept 2016 – 10am Mon 3 <sup>rd</sup> Oct 2016 – 3pm
6.	<b>Adult Safeguarding</b>	Wed 29 <sup>th</sup> June 2016 – 9am Tues 13 <sup>th</sup> Sept 2016 – 5.30pm
<b>MANDATORY FOR COMMITTEE MEMBERS</b> This is compulsory for all relevant Committee Members in a 3 year period		
7	<b>Planning Induction</b>	Fri 20 <sup>th</sup> May 2016 – 9am
8	<b>Licensing Induction</b>	Tues 24 <sup>th</sup> May 2016 – 2pm
9	<b>Audit Induction</b>	Wed 25 <sup>th</sup> May 2016 – 9am
<b>MANDATORY FOR IDENTIFIED GROUPS (others may attend subject to availability)</b>		
10	<b>Effective Charing – Compulsory for Chairs and Vice Chairs of Committees</b>	Mon 16th May 2016 - 3:00pm Mon 23rd May 2016 - 10:30am Tues 24th May 2016 - 5:30pm
11	<b>Performance Management – Compulsory for Cabinet &amp; Scrutiny Members</b>	Wed 15 <sup>th</sup> June 2016 - 10am Thurs 8 <sup>th</sup> Sept 2016 – 5.30pm Wed 12 <sup>th</sup> Oct 2016 – 3pm
12	<b>Local Government Finance - Compulsory for Cabinet Members</b>	Wed 29 <sup>th</sup> June 2016 – 2pm Mon 19 <sup>th</sup> September 2016 at 5.30pm
13	<b>Scrutiny and Challenge – Compulsory for Overview and Scrutiny Members</b>	Thurs 9th June 2016 - 5.30pm Thurs 14th July 2016 - 2:00pm Wed 7th Sept 2016 – 10:00am
14	<b>Partnership Governance Training</b>	Thurs 30 <sup>th</sup> June 2016 at 10am Tues 20 <sup>th</sup> September 2016 at 5.30pm Wed 19 <sup>th</sup> October 2016 at 1.30pm
15	<b>Induction Training for new Councillors (Edenthorpe and Kirk Sandall ward)</b>	Monday 9 <sup>th</sup> – Wednesday 11 <sup>th</sup> May



<b>SKILLS TRAINING – Optional/available to all Members</b>		
16	<b>Questioning Skills (advanced/masterclass)</b>	TBC
17	<b>Communication skills – public speaking and presentation</b>	TBC
18	<b>ICT and Digital Skills – (drop in sessions to support Members in use of ICT and any relevant updates)</b>	TBC
19	<b>Councillor as Leader - identifying the changing role of a Councillor and the core competencies required.</b>	TBC
<b>BRIEFING SESSIONS – All Members invited to attend. Details of seminars and briefings will be provided as and when arranged.</b>		
20	<b>Understanding the Call-in procedure</b>	June/July
21	<b>Adult Social Care Transformation Programme</b>	Mon 27 <sup>th</sup> June 2016 at 9am Wed 14 <sup>th</sup> Sept 2016 at 3pm
22	<b>Asset Transformation Programme</b>	3 <sup>rd</sup> October 2016 at 5.30pm 17 <sup>th</sup> October 2016 at 10am
23	<b>Impact of public health programmes</b>	TBC
24	<b>Education change for the future in Doncaster</b>	November 2016
25	<b>Devolution update</b>	End of 2016
26	<b>Major Projects Update</b>	TBC
27	<b>Highways</b>	TBC