

<p>Non-Executive Report of the:</p> <p><b>Standards Advisory Committee</b></p> <p>Thursday, 17 October 2019</p>	
<p><b>Report of:</b> Asmat Hussain, Corporate Director, Governance and Monitoring Officer</p>	<p><b>Classification:</b> Open (Unrestricted)</p>
<p><b>Member Learning and Development Update</b></p>	

<b>Originating Officer(s)</b>	Matthew Mannion, Head of Democratic Services
<b>Wards affected</b>	(All Wards);

### **Executive Summary**

The Learning and Development Programme is the Council's professional development programme for Members. It provides access to training in relation to personal skills, professional development, council policies and local issues.

The Standards Advisory Committee is provided with regular updates to allow it to review and comment on the programme as part of its role in ensuring Members are able to properly undertake their role as set out in the Member Code of Conduct.

The Committee are asked to review and comment on this update report which follows on from their last report presented on 24 October 2018.

### **Recommendations:**

The Standards Advisory Committee is recommended to:

1. To consider the programme of Member Learning and Development undertaken since the last report.
2. To review and comment on the planned Member Learning and Development Programme for 2019-20 and onwards.
3. To note that Personal Development Plan forms are due to be circulated to Members to help guide the development of the 2019-22 programme.

### **1. REASONS FOR THE DECISIONS**

- 1.1 Member Learning and Development is provided to enhance Councillor's knowledge and skills to ensure they are equipped to undertake their role.
- 1.2 The Council's Constitution notes that the Standards Advisory Committee is responsible for ensuring high standards of Member conduct which is facilitated by the provision of a good quality Member Learning and

Development programme.

## **2. ALTERNATIVE OPTIONS**

- 2.1 This is a noting report. The Committee could decide not to receive a report on the Member Learning and Development Programme.
- 2.2 The Committee may wish to propose alternative learning and development programme arrangements.

## **3. DETAILS OF THE REPORT**

- 3.1 Further to the development of the induction programme from the election in May 2018, the Council continues to provide ongoing Member Learning and Development opportunities.
- 3.2 This generally consists of:
  - Training targeted at specific groups of councillors such as developments around pensions (for Pensions Committee/Board Members) or scrutiny.
  - Training and Development Sessions offered to most/all Members.
  - Member Briefing sessions on policy areas/developments usually offered to all Members.
- 3.3 Members are invited to all relevant sessions using calendar invites which set out the details of the session. Where applicable a range of methods are used to ensure Members are aware of the sessions including, direct phone contact, messaging via the Member Bulletin, publicity via groups and reminders via text message closer to the date of the training.
- 3.4 Where applicable the training is designed for specific groups of Councillors, such as all those on a particular committee, they will usually be informed well in advance of the proposed date and canvassed for suitable dates/times. Where training is mandatory 'mop-up' sessions will be arranged if certain Members are unable to attend.
- 3.5 Appendix 1 to the report sets out the training and briefing sessions provided to Members since October 2018 (when the Committee received its last report) and Member attendance. It should be noted that attendance is limited at many sessions although there are a number of cases where the sessions are only targeted at small groups of Members.

### *Personal Development Plans*

- 3.6 In October 2018, Personal Development Plan (PDP) forms were provided to Members.

- 3.7 Initial completion rates were low but by February 2019 around 16 responses had been received. These were evaluated to identify potential training targets. Particular requests built into the learning programme included:

<b>Training need</b>	<b>Programmed</b>
The role of Overview and Scrutiny	OSC have run a number of sessions including in June and a recent budget scrutiny session.
Public Speaking	Sessions took place in June 2019
Influencing Skills	Partly being covered as part of the October 2019 training.
Supporting your constituents	Examined as part of the Council's Strengthening Local Democracy project to identify how the Council can better support Members in this regard.
Local Government Finance	Programmed for November 2019

- 3.8 PDP forms are to be circulated again to all Members this month. Use of an online survey will be used as part of this work to increase take up.

*Training Plan 2019-20*

- 3.9 Appendix 2 to the report sets out the current programme for 2019-20. It is important to note that the programme is not 'set in stone' and so it continues to develop based on feedback from Members, suggestions from officers and issues arising.
- 3.10 The programme only lists training sessions prepared or overseen by Democratic Services. Further Member Briefings/Sessions are arranged following requests from officers and Members. The procedure being that officers provide Democratic Services with information on the proposed session and if it is appropriate the team will then make the necessary arrangements for the sessions to take place.

**4. EQUALITIES IMPLICATIONS**

- 4.1 A strong Learning and Development programme has an important role to play in supporting equality and diversity both in ensuring all Members are undertake their role effectively but also in giving them the tools to support all members of the community.

**5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),

- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 Individual training sessions and briefings will look to cover individual areas of risk as appropriate.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 This report recommends that the Standards Advisory Committee consider the programme of Member Learning and Development undertaken since the last report, reviews and comments on the planned Member Learning and Development Programme for 2019-20 and onwards, and notes that Personal Development Plan forms are due to be circulated to Members to help guide the development of the 2019-22 programme.

6.2 The costs of any external training for Members will be met from within existing budgets.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 The Localism Act 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority. In discharging this duty the Council is required by section 27(2) of the 2011 Act to adopt a Code of Conduct which applies to all Members and Co-opted Members when acting in an official capacity.

7.2 The successful provision of the Member Learning and Development Programme will assist the authority in discharging this statutory responsibility and contribute to improving the Council's governance arrangements.

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## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- Report to the Standards Advisory Committee – 24 October 2018

### **Appendices**

- Appendix 1 – List Training Sessions (and attendance) since October 2018
- Appendix 2 – Planned Learning and Development training 2019-20

### **Local Government Act, 1972 Section 100D (As amended)**

#### **List of “Background Papers” used in the preparation of this report**

List any background documents not already in the public domain including officer contact information.

- None

#### **Officer contact details for documents:**

N/A