

**North East Derbyshire District Council**

**Cabinet**

**2 July 2014**

**Member Development Annual Report 2013/2014**

**Report No: NB/07/14/FP of Councillor N Barker, Portfolio Holder with Responsibility for Human Resources, Training and Member Development**

This report is public

**Purpose of the Report**

- The purpose of this document is to provide an Annual Report on Member Development work undertaken in the municipal year 2013/2014.

**1 Report Details**

- 1.1 The Member Development Working Group at its meeting on 14 May 2014 considered the Member Development Annual Report 2013/2014 attached as **Appendix 1** to this report. The Working Group noted the report and recommended it to Cabinet for its approval. The report summarises the significant work undertaken by Members and highlights the need to continue to support Members in their various roles within the Council and when working with partner organisations and within their Wards. This is the fourth such report submitted to the Working Group and Cabinet.
- 1.2 The Working Group be requested that when the Annual Report is circulated to Members that they be advised that Member Development events are open to all Members to assist them in becoming more effective Ward Councillors.

**2 Conclusions and Reasons for Recommendation**

- 2.1 The report enables Cabinet to be advised of the Member Development Work undertaken during the municipal year 2013/2014.

**3 Consultation and Equality Impact**

- 3.1 The Council's Member Development arrangements are undertaken on the basis of equality of access for all Members.
- 3.2 Events are held in the morning, afternoon and early evening to ensure the greatest availability of access to Members.

- 3.3 Copies of all Member Development materials are emailed to Members and are available electronically via the Members Portal. Hard copies of material are also provided to all Members who request it.

#### **4 Alternative Options and Reasons for Rejection**

- 4.1 There were no other options considered and rejected.

#### **5 Implications**

##### **5.1 Finance and Risk Implications**

- 5.1.1 There were no financial implications arising directly from the content of this report. The cost of the provision of Member Development is met from the approved Member Development budget 2013/2014.

##### **5.2 Legal Implications including Data Protection**

- 5.2.1 There were no legal or Data Protection implications arising directly from the content of this report.

##### **5.3 Human Resources Implications**

- 5.3.1 There were no human resources implications arising directly from the content of this report. The Council seeks to ensure equality of access for all Members for its Member Development/Training arrangements.

#### **6 Recommendations**

- 6.1 That Cabinet notes and approves the Member Development Annual Report 2013/2014.
- 6.2 That Cabinet requests that a copy of the Member Development Annual Report 2013/2014 be provided to all Members of Council for their information.

#### **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	N/A

## 8 Document Information

Appendix No	Title
1	Member Development Annual Report 2013/2014
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	
Report Author	Contact Number
Frazer Powell, Governance Team	(01246) 217045

AGIN 5 (CAB 0702) MD Annual Report/AJD

# **Appendix 1**

## **North East Derbyshire District Council**

### **Member Development Working Group**

**14 May 2014**

<b><u>Member Development Annual Report 2013/2014</u></b>
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#### **Purpose of the Report**

- The purpose of this document is to provide an Annual Report on Member Development work undertaken in the municipal year 2013/2014. This is the fourth Annual Report submitted to the Working Group.

#### **1 Report Details**

1.1 The matters for consideration in this fourth Annual Report include:-

- Member Involvement Half Days in 2013/2014;
- Committee Specific and other training events in 2013/2014;
- Events for Members in April 2014;
- East Midlands Councils Regional Briefing Events for Councillors 2013/2014;
- Member Development Budget 2013/2014;
- Member Role Profiles
- Member Development Evaluation;
- Member Development Working Group Meetings 2013/2014;
- Member Development: Equality of Provision and Opportunity;
- Members Induction Arrangements Proposals for May 2015;
- East Midlands Councils Regional Programme of Briefing Events 2014/2015;
- Areas for Improvement/Development.

#### **1.2 Member Involvement Half Days**

Member Development is designed to support the learning and development of Members so that Councillors have the appropriate knowledge, skills and confidence to carry out their various roles and represent the public they were elected to serve.

The purpose of the Member Involvement Half Days is to provide a framework to support the achievement of the above objectives. The sessions offer an opportunity for Members and officers to discuss the latest developments in local government in terms of policy, legislation and initiatives from central government and to undertake development work in an informal environment which supports learning.

During 2013/2014 the following Member Involvement Half Days were held:-

#### Tuesday, 11 June 2013

14 Members attended this event. The topics considered were:-

- Medium Term Financial Plan 2013/2014;
- Member Development;
- Revenue Strategy.

#### Tuesday, 16 July 2013

18 Members attended this event. The topics considered were:-

- Anti Fraud and Bribery/Corruption Strategy;
- A Planning Application – What is Involved
- Localism Agenda – Finance.

#### Tuesday, 1 October 2013

13 Members attended this event. The topics considered were:-

- Role of Internal Audit;
- Rykneld Homes Limited: Registered Housing Provider Status;

#### Tuesday, 3 December 2013

18 Members attended this event. The topics considered were:-

- Recycling;
- Developments in Governance and Community Rights.

#### Tuesday, 11 February 2014

18 Members attended this event. The topics considered were:-

- Budget Buddies;
- Anti-Social Behaviour, Crime and Policing Bill;
- Freedom of Information.

### 1.3 **Committee Specific Training and other Training Events held in 2013/2014**

The following committee specific training, together with other training events were held in 2013/2014:-

- LGA Peer Review Workshop – 11 June 2013  
25 Members attended
- Customer Relationship Management (CRM) Event – 13 September 2013  
Six Members attended.
- Licensing Committee Training – 17 September 2013  
Seven Members attended.

- Safeguarding Vulnerable Adults Training Event - 18 September 2013  
12 Members attended.
- Licensing Sub-Committee: Scrap Metal Act 2013 – 11 December 2013  
Six Members attended.
- Planning Committee: Development Event – 30 January 2014  
15 Members attended.
- ICT Training/Development  
Pages:- 23 & 24 April 2013 and 11 & 14 November 2013  
Seven Members attended.
- ICT Training/Development  
Numbers:- 8 & 9 May 2013 and 18 November 2013  
Six Members attended.
- ICT Training/Development  
I Annotate PDF – 14 May 2013 and 25 November 2013  
Three Members attended.

#### 1.4 **Regional Briefing Events for Councillors 2013/2014**

The Working Group in January 2013 supported the Council's participation in the Regional Briefing Events for Councillors Programme 2013/2014 organised by East Midlands Councils. The cost of participation in the Programme was £500 plus VAT. The details of the Programme are as follows:-

- East Midlands Councils Affordable Housing Seminar – 19 June 2013  
Two Members attended.
- Healthy Neighbourhoods – 26 September 2013  
One Member attended.
- Welfare Reforms Revisited – 20 November 2013  
Two Members attended.
- Planning Reforms – 29 January 2014  
This was the day of the Cabinet meeting, the other Member who was intending to attend could not because of illness.

#### 1.5 **Events for Members in April 2014**

- Members Visit to New Build Developments at Eckington and Killamarsh – 9 April 2014  
16 Members attended (The Working Group is requested to note that this visit is not treated as Member Development, but illustrates ongoing work to provide opportunities for Members to visit the Council's priority housing developments).

- Members Workshop: The Growth Strategy – 30 April 2014  
17 Members attended. (The Working Group is requested to note that this Workshop is not treated as Member Development, but illustrates an opportunity for Members to participate in discussions and in the development of the Council's Growth Strategy).

#### 1.6 **Member Development Budget 2013/2014**

The Member Development Budget for 2013/2014 was £4,000. Details of expenditure from the 2013/2014 budget were reported to the Working Group on a regular basis.

#### 1.7 **Member Role Profiles**

The Working Group at its meeting on 15 April 2013 supported the Member Role/Profiles for 2013/2016. Cabinet at its meeting on 6 June 2013 approved the Role Profiles recommended. A copy of the Role Profiles was circulated to all Members for their use and information. The purpose of the Member Role Profiles is to provide a useful tool to help define the work and roles of Members. The Role Profiles were approved to last until May 2016.

#### 1.8 **Cabinet/Strategic Alliance Management Team Joint Knowledge Sharing Sessions**

Following the work undertaken already there have been a further series of Cabinet/Strategic Alliance Management Team Joint Knowledge Sharing Sessions held in the municipal year 2013/2014.

#### 1.9 **Member Development Evaluation**

Cabinet in January 2011 approved a Member Development Evaluation Strategy for 2011/2013. A report on an updated Evaluation Strategy was considered and recommended by the Working Group at its meeting in June 2013. Cabinet on 31 July 2013 approved an updated Member Development Evaluation Strategy 2013-2016.

- 1.10 The Working Group receives reports on a regular basis detailing statistical evaluation, together with Members' comments on training/development events. The Council has started the process of undertaking more detailed evaluation of Members' views in terms of Member Induction [in respect of 2011] and on Member Development [undertaken in February 2013]. This has helped to provide a significant amount of detailed information which will guide the Council's future work on Member training/development.

#### 1.11 **Member Development Working Group Meetings 2013/2014**

During the municipal year 2013/2014 the Working Group met on the following dates:-

- 3 June 2013;
- 2 October 2013;
- 3 December 2013;

- 19 February 2014;
- 14 May 2014.

The purpose of the Working Group is to oversee, monitor and make recommendations on Member Development. The Group is committed to supporting the development of Councillors and to enable them to engage effectively in the modernisation of local government and to deliver the Council's statutory functions, Corporate Objectives and represent the people of the District of North East Derbyshire.

#### 1.12 **Member Induction: Proposals for May 2015**

The Working Group in February 2014 considered a report on proposals for Member Induction arrangements for May 2015. The Working Group supported in principle the following dates and times for Member Induction:-

- Monday, 11 May 2015 – 5.30 pm to 7.30 pm – Council Chamber
- Wednesday, 13 May 2015 – 5.30 pm to 7.30 pm – Council Chamber
- Wednesday, 20 May 2015 – 5.30 pm to 7.30 pm – Council Chamber

The Group also supported in principle a number of topics to be considered as part of the Induction Process.

Given the importance of this matter a further series of reports will be submitted for the Working Group's consideration in 2014.

#### 1.13 **Regional Programme Briefing Events 2014/2015**

The Working Group at its February 2014 meeting approved the Council's participation in the Regional Briefing Events for Councillors 2014/2015 Programme. The Programme is organised by East Midlands Councils. The cost of participation is £500 plus VAT for two Members to attend a series of six training/briefing sessions.

The details of the sessions and Member participation will be discussed at future meetings.

#### 1.14 **Member Development: Equality of Provision and Opportunity**

In accordance with the majority views of Members, most Member Development events are held in the day, however, events have also been held in the early evening to accommodate those Members who work or who have caring responsibilities. All of the information provided at events is emailed to Members and is available electronically via the Members Portal. Hard copies are also provided to all Members who request them.

#### 1.15 **Areas for Improvement/Proposals for 2014/2015**

There has been a significant amount of work undertaken by Members during 2013/2014, one of the constant challenges that officers and Members face is to ensure that Member Development remains central to the Council's support for Members, it is relevant to their roles and provides opportunities to gain further

knowledge, skills and experiences that are appropriate. Areas for development include:-

- Greater opportunities for increased shared development work with colleagues at Bolsover District Council.
- The ongoing requirement for development/training to be Member led and as practical and interactive as possible.
- The requirement for Member Development to have a longer term focus and strategic approach so that it continues to support the learning culture within the Council.
- The need to ensure that equality of provision remains at the centre of the Council's arrangements, so that events are held at different times of day to accommodate those Members who work or have day time commitments.

The Working Group's views on the work undertaken in 2013/2014 are welcomed, particularly on areas for further development and improvement. The Governance Team would like to take this opportunity to thank Members for their continued support for Member Development.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 The report enables the Working Group to be advised of the Member Development Work undertaken during the municipal year 2013/2014.

## **3 Consultation and Equality Impact**

- 3.1 The Council's Member Development arrangements are undertaken on the basis of equality of access for all Members.
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## **5 Implications**

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## **5.3 Human Resources Implications**

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## **6 Recommendations**

- 6.1 That the content of the Member Development Annual Report 2013/2014 be noted.
- 6.2 That the Member Development Annual Report 2013/2014 be referred to Cabinet, together with any comments from the Working Group on its content and proposals for 2014/2015.

## **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	N/A
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