

**North East Derbyshire District Council**

**Cabinet**

**10 June 2015**

**Member Development Annual Report 2014/2015**

**Report No NB/01/15-16/FP of Councillor N Barker, Portfolio Holder with  
Responsibility for Human Resources, Training and Member Development**

**Purpose of the Report**

- The purpose is to provide an Annual Report on Member Development work undertaken in the municipal year 2014/2015. This is the fifth Annual Report submitted to Cabinet.

**1 Report Details**

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

- Member Involvement Half Days in 2014/2015;
- Committee Specific and other training events in 2014/2015;
- East Midlands Councils Regional Briefing Events for Councillors 2014/2015;
- Member Development Budget 2014/2015;
- Member Development Evaluation;
- Member Development Working Group Meetings 2014/2015;
- Member Development: Equality of Provision and Opportunity;
- Members Induction Arrangements for May 2015;
- East Midlands Councils Regional Programme of Briefing Events 2015/2016;
- 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 discussion and learning.

During 2014/2015 the following Member Involvement Half Days were held:-  
Tuesday, 3 June 2014

The topics considered were:-

- Members Data System;
- Scrutiny: The Ongoing Work;
- Risk.

12 Members attended this event.

Tuesday, 22 July 2014

The topics considered were:-

- North Derbyshire Domestic Violence and Sexual Abuse Services;
- Building for Life;
- Individual Voter Registration.

17 Members attended this event.

Tuesday, 7 October 2014

The topics considered were:-

- Equalities Update;
- Medium Term Financial Plan/Financial Governance.

12 Members attended this event.

Tuesday, 2 December 2014

The topics considered were:-

- Data Protection – A Practical Guide for Members;
- Where Are We Now? What do the changes in Welfare Reforms, Housing and Planning mean for Local Government;
- Emergency Planning;
- Employment and Skills.

15 Members attended this event.

Tuesday, 10 February 2015

The topics considered were:-

- Individual Electoral Registration/Purdah;
- Demystifying the Constitution;
- Medium Term Financial Plan/Treasury Management.

14 Members attended this event.

### 1.3 **Committee Specific Training and other Training Events held in 2014/2015**

The following committee specific training, together with other training events were held in 2014/2015:-

- Planning Committee Member Training Event – 10 June 2014  
Nine Members attended.
- Local Government Association Course “Our Place from Getting Ready to Getting Going” – 27 June 2014  
One Member attended.
- Licensing Committee Event – 16 July 2014  
Five Members attended.
- Taxi, Hackney Carriage and Private Hire Licensing One Day Course – 17 July 2014  
Two Members attended.
- Planning Committee Event: Planning Advisory Service – 2 October 2014  
13 Members attended from North East Derbyshire District Council and 5 Members from Bolsover District Council.
- The Future of Local Government and Public Services in the next Parliament (East Midlands Councils Courses) – 21 November 2014  
Three Members attended.
- Derbyshire County Council: Mental Health Awareness Course – 25 February 2015  
One Member attended.

ICT Training for Members has been provided on a regular basis by the Members’ ICT and Training Officer. 19 formal sessions were provided between 11 June 2014 and 10 March 2015. This included an ICT Security Awareness Session held at Council on 14 July 2014. During the period 11 June 2014 to 10 March 2015, 10 one-to-one sessions were held, a total of 11 Members attended these informal learning sessions.

#### 1.4 **Regional Briefing Events for Councillors 2014/2015**

The Working Group in February 2014 supported the Council’s participation in the Regional Briefing Events for Councillors Programme 2014/2015 organised by East Midlands Councils. The cost of participation in the Programme was £500 plus VAT. The details of the Programme are as follows:-

- Where are we now? What do the changes in Welfare Reform, Housing and Planning mean for Local Government – 8 October 2014  
Two Members attended.
- Community Safety Event – 22 January 2015  
Two Members attended.
- Employment Matters: Strengthening our Local Economy – Driving Skills and Jobs – 24 February 2015  
Three Members attended.

### 1.5 **Member Development Budget 2014/2015**

The Member Development Budget for 2013/2014 was £4,000, this was reduced to £2,000 based on the levels of past expenditure against the budget and as part of the Council's work to make financial savings. Details of expenditure from the 2013/2014 budget were reported to the Working Group on a regular basis. There is a £4,000 budget for 2015/2016 to support Member Induction.

### 1.6 **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 approved by Cabinet at its meeting on 31 July 2013. The Strategy covers the period 2013-2016.

1.7 The Working Group receives reports on a regular basis detailing statistical evaluation, together with Members' comments on training/development events. This has helped to provide a significant amount of detailed information which has guided and will inform the Council's future work on Member training/development.

### 1.8 **Member Development Working Group Meetings 2014/2015**

During the municipal year 2014/2015 the Working Group met on the following dates:-

- 30 July 2014;
- 27 October 2014;
- 18 February 2015;
- 1 April 2015.

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.

### 1.9 **Member Induction: Arrangements for May 2015**

The Working Group in February, May, July, October 2014 and February 2015 considered reports on proposals for Member Induction arrangements for May 2015. The Working Group approved the following dates and times for Member Induction:-

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

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

#### 1.10 **Regional Programme Briefing Events 2015/2016**

The Working Group at its February 2015 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.

#### 1.11 **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.

#### 1.12 **Areas for Improvement/Proposals for 2015/2016**

There has been a significant amount of work undertaken by Members during 2015/2016, one of the ongoing challenges for officers and Members is the requirement 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 need to ensure that the Member Induction Arrangements for May 2015 are implemented successfully.
- A requirement to ensure that Member Development aligns with the priorities within the Council's draft Corporate Plan 2015-2019.

Cabinet's views on the work undertaken in 2014/2015 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 Cabinet to be advised of the Member Development Work undertaken during the municipal year 2014/2015.

## **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.

### **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 the content of the Member Development Annual Report 2014/2015 be noted.

**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>	High Performing Council

**8 Document Information**

<b>Appendix No</b>	<b>Title</b>
N/A	N/A
<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	
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