

North East Derbyshire District Council

Cabinet

29 June 2016

Member Development Annual Report 2015/16

Report 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 the Member Development Annual Report is to enable Cabinet to review the Member Development work that has been undertaken during the municipal year 2015/16.

1 Report Details

- 1.1 The Member Development Annual Report is attached as **Appendix 1** to this report.
- 1.2 The report takes a different format from previous years, but contains similar information, setting out the member development activities that have taken place during the year, opportunities that have been made available to Members and information on the evaluation of member development that has taken place.
- 1.3 Attached to the Annual Report is the programme for Member Development activities, including Member Involvement Half Days for 2016/17.
- 1.4 The Member Development Annual Report will be considered by the Member Development Working Group on Wednesday 22 June 2016. Any comments or amendments raised by the Working Group will be reported to Cabinet at the meeting.

2 Conclusions and Reasons for Recommendation

- 2.1 To enable Cabinet to consider the Annual Report on Member Development during 2015/16.

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.

4 Alternative Options and Reasons for Rejection

- 4.1 N/A.

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 are no legal or data protection implications arising directly from the content of this report.

5.3 Human Resources Implications

5.3.1 There are no human resources implications arising directly from the content of this report.

6 Recommendations

6.1 That Cabinet notes the content of the Member Development Annual Report 2015/16.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision 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
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	NO
District Wards Affected	NONE
Links to Corporate Plan priorities or Policy Framework	N/A

8 Document Information

Appendix No	Title
1	Member Development Annual Report 2015/16
<p>Background Papers (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)</p>	
Report Author	Contact Number
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AGIN 8 (CAB 0629) MD Annual Rpt/AJD

Appendix 1



Member Development
Annual Report 2015/16

Member Development Annual Report 2015/16

Forward from Councillor Barker, Cabinet Portfolio Holder for Member Development and Chair of Member Development Working Group 2015/16

As you will see within this report a lot of work has been done over the last year to provide opportunities for elected members to increase their knowledge and skills, to help them carry out their roles as Councillors.

I would like to thank the Governance team and Donna in particular for their commitment in facilitating the training sessions, putting together the new Member Development Strategy and coordinating the Member Development Working Group.

I would also like to thank all Members who have taken part in and supported member Development activities during the year and I encourage all Members to take part in future events.

Cllr Nigel Barker

Introduction

The purpose of this Annual Report is to report on Member Development work undertaken in the municipal year 2015/16. This is the sixth member Development Annual Report.

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

The Annual Report covers the following subjects:

- Member Development Working Group
- Member Development Strategy
- Member Role Profiles
- Member Induction May 2015
- Training Needs Surveys
- Member Involvement Half Days
- Committee Specific Training and Other Training and Development Events
- East Midlands Councils Regional Briefing Events for Councillors 2015/16
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2015/16
- Member Development: Equality of Provision and Opportunity
- Member Development Evaluation

Member Development Working Group

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 and corporate objectives, and to represent the people of the District of North East Derbyshire.

The Working Group was chaired by Cllr Nigel Barker during 2015/16.

Member Development Strategy

The Working Group at its meeting in January 2016 considered the development of a new Member Development Strategy for 2016-2019, which was approved by Cabinet in March 2016. This replaced the Member Development Strategy 2013-2016, the Member Development Evaluation Strategy 2013-2016, and the Member Training and Development Policy 2013-2016.

This Strategy is designed to provide an overall framework for member development that reflects best practice and achieves the following objectives:

- Identifying Members priority learning and development needs
- Linking Member learning and development with the Council's corporate priorities
- Delivering learning and development in innovative ways to make the best use of resources available to the Council
- Enabling Members to support community initiatives and act as advocates as appropriate
- Ensuring equality of access to member development opportunities, meetings and resources
- Evaluating member development to ensure priority needs are being met, value for money is achieved and the performance of the Council is improved.

The Strategy contains an Action Plan for how the objectives will be implemented. Performance against these actions will be monitored by the Member Development Working Group and the progress achieved at the end of each year will be outlined future Annual Reports.

Member Role Profiles

Role Profiles were also updated during the year. They are a useful tool for Members to help define the work and roles of Councillors.

At its meeting on 7 January 2016, the Member Development Working Group discussed that not all the previous Role Profiles were required and it was suggested that Role Profiles should only exist for the standard level as a member of the Council and for those roles that received a special responsibility allowance. The Working Group made the following recommendation, which was approved by Cabinet

That the Member Role Profiles be limited to:-

- *Member of the Council*
- *Chair and Vice Chair of the Council*
- *Leader and Deputy Leader of the Council*
- *Leader of the Largest Opposition Group*
- *Cabinet Member*
- *Chair and Vice Chair of a Scrutiny Committee*
- *Chair and Vice Chair of a Regulatory Committee*
- *Chair and Vice Chair of the Standards Committee*

It was also agreed that the Member Role Profiles be incorporated into the Constitution for ease of reference.

Member Induction May 2015

Following the District Council Election in May 2015, new Members were provided with a welcome pack containing practical information on how the Council works and a programme of introductory briefing sessions was arranged.

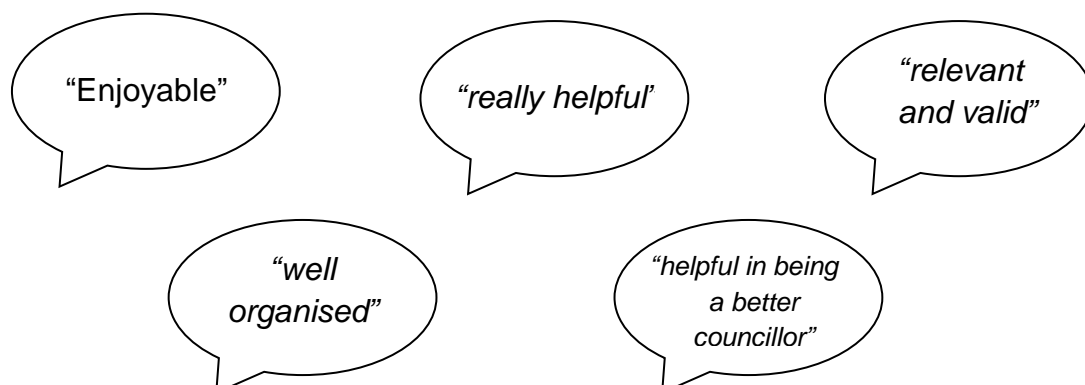
The induction sessions were presented by a range of officers, all covering different topics, to give members, especially newly elected members, an introduction to the Council and the key issues that they needed to be aware of in their first two weeks of being elected. All the sessions took place in the Council Chamber at 5.30pm.

The first session on Monday 11 May 2015 was necessary for all members to attend and included signing the declaration of acceptance of office, photographs and other formal 'form-filling' issues. The session ended with an introduction from the Chief Executive.

The second session on Wednesday 13 May 2015 was recommended for all members to attend and covered the roles and responsibilities of Council, Councillors and Officers, Planning, Licensing and Freedom of Information and Data Protection.

The third session on Wednesday 20 May 2015 was recommended for all members to attend and covered Local Government Finance, Corporate Plan and the Growth and Transformation Agenda, Handling the Media and Social Media and 'What Kind of People are Councillors?'.
'

Evaluation forms were given to all Members, with 22 completed and returned. Overall the feedback was very positive, with the following comments on the sessions:



Tour of the District

A tour of the District was also organised in September 2015 to enable all Members to see a number of development/ regeneration sites within the District. The following sites were toured:

- Coalite Site
- Markham Vale Enterprise Zone
- Pitt Street, Eckington (new build Council properties)
- Callywhite Lane, Dronfield
- Peak Edge Hotel, Stonedge
- Bi-waters Site, Clay Cross
- Worcester Bosche, Clay Cross
- Coney Green Business Centre
- Keats Way, Grassmoor (new build Council bungalows)

A tailored induction event was held for two new Councillors in December 2015, following two by-elections.

Training Needs Surveys

In June 2015, the Member Development Working Group supported the introduction of a light touch survey to replace the Personal Development Plans (PDPs) which were less bureaucratic for members to complete and less resource intensive for the Governance Team to administer. The Surveys were a key tool in assisting Members in evaluating the training they had undertaken and helping to identify their training and development needs for the future.

The Survey focussed on five questions covering:

- What training members had undertaken over the past 12 months.
- What training members felt had worked well over that time.
- What training members felt had not worked so well over that time.
- What members' learning and development priorities were for 2015-17.
- What members' preferred learning style was.

In total, 19 completed surveys were returned to the Governance Team.

The survey highlighted a number of areas identified as key learning and development priorities, with the top ten areas as follows:

- Planning training
- Scrutiny training
- IT training
- Decision making
- Housing and business developments in line with the Local Plan and Local Plan policy
- Combined authority and the effects of devolution
- Local Government finance and budgets

- Personal presentation skills and public speaking
- Being a good councillor, casework, representing ward constituents, negotiation
- Growth Strategy

These results, together with topics suggested by the Governance Team and SAMT in line with the Corporate Plan, were used to prepare a Programme for Member Development, including Member Involvement Half Days. This covered the period from 2015 to 2017. A copy of the programme for 2016-17 is attached to this report.

Some spaces have been left in the programme to allow for topics on emerging issues to be added that come up during the period. Members can also raise topics they wish to be covered. The programme will be a living document and may be subject to change.

Member Involvement Half Days

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.

The following Member Involvement Half Days were held during the year:

Date of Session	Topics	Attendance
14 July 2015 AM	Equalities	17
	Medium Term Financial Plan	
	Joint Environmental Health Service	
	The Council and Rykneld Homes	
8 September 2015 PM	Scrutiny	13
	Regeneration Frameworks	
	Public Speaking/Learning Styles	
17 November 2015 AM	Universal Credit	17
	Government proposals for housing	
26 January 2016 PM	Housing Ambition Project Update	16
	Risk Management Strategy Briefing	
	Transformation Programme Update	
22 March 2016 PM	Chairing Skills and rules of procedure (interactive role play session)	20

Committee Specific Training and Other Training and Development Events

Planning Advisory Service - Making Defensible Planning Decisions - 12 October 2015

This briefing session was provided by the Planning Advisory Service, facilitated by Councillor Lewis Herbert, Leader of Cambridge City Council and Director of Planning at Anglia Ruskin University. The session was open to all Members from North East Derbyshire District Council and Bolsover District Council. A total of 20 Members had attended the event, 17 from North East Derbyshire District Council and 3 from Bolsover District Council.

The feedback had been very positive with all Members rating the session as either good or excellent. All of the participants answered that they felt more confident in their ability to make robust planning decisions.

Choice Based Lettings Systems and Allocations Scheme Workshop - 13 July 2015

The Members' Workshop consisted of a presentation covering an overview of the Council's Choice Based Lettings and Allocations Policy and also details of forthcoming policy review work. Focus groups were held afterwards on eligibility criteria, demand for properties and how applicants were prioritised. Members had the opportunity to share any likes or dislikes of the current policy and procedures.

Custom Self Build event - 21 July 2015

The Custom Self Build event was facilitated Hayley Sullivan, Associate Director of CAPITA. The event focussed on Housing Schemes such as Local Authority Mortgage Scheme (LAMS), Local Authority Partnership Purchase Scheme (LAPP) and Custom and Self Build (CSB)

Briefings

A number of briefing events were held during the year. They were information sharing events, not classed as training or development. They provided key information on decisions to be taken by the Council or other important corporate issues. These included:

- Devolution – 11 September 2015, 19 October 2015, 15 February 2016
- Safeguarding Awareness Briefing – 9 November 2015
- ICT and Data Security Briefing – 4 January 2016
- Licensing Committee Briefing (follow up to Induction, covering the Gambling Act and licensing of scrap metal dealers) – 18 January 2016
- Workshop to Raise Awareness about PREVENT – 1 February 2016
- Coalite Site Visit and Briefing – 29 March 2016

East Midlands Councils Regional Briefing Events for Councillors 2015/16

The Council subscribed to the East Midlands Councils: Regional Policy Briefing Events for Councillors 2015/16. The following table details the events that were held during the year:

Date	Topic	Location	No. of Councillors Attended
22 June 2015	What the outcomes of the general election mean for local government and public services in the East Midlands	Nottingham	2
23 September 2015	Key Policy Issues for Local Government	Melton Mowbray	1
6 November 2015	Delivering Public Services in the New Parliament (Changed to Delivering Services in the Age of Devolution)	Nottingham	2 + 1 additional place
8 December 2015	Infrastructure Summit	Nottingham	None
2 February 2016	Community Leadership	Melton Mowbray	2
16 March 2016	Future Councillors	Narborough	2

The Working Group considered the feedback on these events, which was varied, although generally the Programme was considered useful for sharing information and updates on policy developments.

The Working Group supported the subscription of the Council for the Programme for 2016/17 and requested that East Midlands Councils consider varying the locations of the sessions throughout the region.

Other Member Development Opportunities

Local Government Association E-Learning Modules

The Local Government Association offers a number of E-Learning Modules which could be accessed through www.local.gov.uk with a username and password which was

available by emailing E-Learning. Information on how to access these modules was provided to all Members in September 2015 after they were explored by the Member Development Working Group.

The course catalogue had four modules available:-

- Councillor Induction
- The Effective Ward Councillor;
- Facilitation and Conflict Resolution;
- Handling Complaints.

The modules do not have to be completed at any one time, allowing ongoing progress to be saved. Access to these modules provides alternative method and opportunity for Member training and Development in addition to the programme of events scheduled at the Council Offices.

Local Government Information Unit (LGiU) Subscription

The Council subscribed to the LGiU service in October 2015 for a trial period of six months. The service includes Daily News email updates, Policy briefings, Policy reports, Essential guides, and the bi-monthly C'llr magazine. Other than the C'llr magazine, all of these are provided by email. Following a survey of Members on the subscription, the Member Development Working Group supported the renewal of the subscription and the Council becoming full members of LGiU for 2016/17.

External training courses

Where a Member has expressed a desire to undertake training or had a particular training or development need, and internal training at the Council was not available at the time, external training courses have been accessed. These have included a number of sessions facilitated by East Midlands Councils, which covered:

- Scrutiny and Effective Challenge
- Chairing and Facilitation Skills
- Raising the Bar in Scrutiny and Effective Challenge

Members' ICT Training

The Members IT and Training Officer provided support and some initial training to new Members as part of the induction process when issuing iPads.

During the year, the Members IT and Training Officer spent the majority of his time offering ICT and iPad support to Members rather than formal training.

In February 2016 Members had been offered drop-in sessions for support on iPad apps such as Pages and Numbers, however, there had been no take up for these sessions.

Member Development Budget 2015/16

The Member Development Budget for 2015/2016 was £4,000. Details of expenditure from the 2015/16 budget were reported to the Working Group on a the budget for this year was at a higher level as the year had included an induction programme which incurred greater expenses than normal.

Member Development: Equality of Provision and Opportunity

In accordance with the majority views of Members, most Member Development events have been held in the day, however, events such as the induction session 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 available to Members via the Members' Portal on their laptops or iPads. Hard copies are also provided to all Members who request them.

Members also have access to other online courses, such as the LGA e-learning opportunities as outlined above.

Member Development Evaluation

The Working Group receives reports on a regular basis detailing statistical evaluation, together with Members' comments, on training/development events. Some of the feedback on the events held during the year is outlined within this Annual Report.

Analysis of this information has provided a significant amount of guidance to inform the Council's future work on Member training/development.

North East Derbyshire Member Development Programme

Date	Topic	Links to corporate plan / training needs survey
16 May 2016	Chairing Skills Training (externally facilitated by LGiU)	Training Needs Survey (Priority 3)
19 May 2016	Audit Committee Briefing	Training Needs Survey (Priority 4)
1 June 2016	Understanding Local Authority budgets	Training Needs Survey (Priority 4)
	KPMG – Local Government Budget Survey Report	<i>Transforming Our Organisation</i>
	Welfare Reform	<i>Providing our customers with excellent service</i>
2 June 2016	Licensing Committee Briefing	<i>Supporting Our Communities to be Safer</i>
TBC	Planning Committee Briefing	<i>Unlocking our growth potential</i> Training Needs Survey (Priority 1)
12 July 2016	Anti- Fraud, Corruption and Bribery Strategy	Organisational requirement
	Standards and Code of Conduct	Training Needs Survey (Priority 4)

	Housing and Planning Act	<i>Supporting Our Communities to be Healthier, Safer, Cleaner and Greener</i> Training Needs Survey (Priority 3)
1 August 2016	Media Training	Training Needs Survey (Priority 5)
6 September 2016	Planning Service Briefing	<i>Unlocking our growth potential</i> Training Needs Survey (Priority 1)
	Local Plan Development Update	<i>Unlocking our growth potential</i> Training Needs Survey (Priority 1&3)
	Community Leadership	Training Needs Survey (Priority 5)
15 November 2016	Licensing Service Briefing	<i>Providing our customers with excellent service</i> <i>Supporting Our Communities to be Safer</i>
	Achieving Customer Service Excellence	<i>Providing our customers with excellent service</i>
	Media Relations Awareness	<i>Providing our customers with excellent service</i> Training Needs Survey (Priority 4) – Also raised by Scrutiny

24 January 2017	Interactive Skills Workshop - External facilitator covering such topics as: <ul style="list-style-type: none"> - Effective questioning - Assertiveness - Communication skills - Influencing - Negotiation 	Training Needs Survey (Priority 4/5)
21 March 2017	Street Scene Service Briefing	<i>Supporting Our Communities to be Cleaner and Greener</i>
	Effective Ward Councillor, including casework	Training Needs Survey (Priority 5)
	TBC	
TBC	Joint Scrutiny Training (BDC and NEDDC)	Training Needs Survey (Priority 2)