North East Derbyshire District Council

Cabinet

7 June 2017

Member Development Annual Report 2016/17

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 2016/17.

1   Report Details

1.1   The Member Development Annual Report is attached as **Appendix 1** to this report.

1.2   The report sets 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.

2   Conclusions and Reasons for Recommendation

2.1   To enable Cabinet to consider the Annual Report on Member Development during 2016/17.

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 2016/17.

7 Decision Information

Is the decision a Key Decision?
 A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:
 BDC: *Revenue - £75,000* ☐
           Capital - £150,000 ☐
 NEDDC: *Revenue - £100,000* ☐
           Capital - £250,000 ☐
 * Please indicate which threshold applies
	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 2016/17
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report.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)	

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North East Derbyshire District Council

Member Development

Annual Report 2016/17

Member Development Annual Report 2016/17

Forward from Councillor Barker, Cabinet Portfolio Holder for Member Development and Chair of Member Development Working Group 2016/17

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 Sarah in particular for their commitment in facilitating the training sessions 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 2016/17.

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
- Members' Learning and Development Needs Survey
- Member Involvement Half Days
- Committee Specific Training and Other Training and Development Events
- East Midlands Councils Regional Briefing Events for Councillors 2016/17
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2016/17
- 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 is chaired by Cllr Nigel Barker and its membership in 2016/17 was as follows:

Councillor J Austen
Councillor A Cooper
Councillor G Baxter MBE
Councillor M Gordon
Councillor J Windle

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 to date is –

- The Member Development Programme 2015-2017 is now complete;
- Learning and Development Needs Survey carried out to identify priority training needs for members for 2017-19;
- A Member Development Programme 2017-2019 has been produced for approval by the Member Development Working Group;

- A review of the meetings timetable has been carried out and it was agreed to reduce the number of Member Involvement Half Day to four per year and any legislative update sessions be held in the daytime and evening to enable greater attendance from members;
- Work has also commenced on upgrading the members extranet and also on producing an electronic method of completing event evaluation forms.

Learning and Development Needs Surveys

In December 2016 a Learning and Development Needs Survey was sent out to all Members which asked what training had been received and asked Members to identify priorities going forward.

In total, 14 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:

- IT Skills (2)
- Casework Management (2)
- Corporate Plan (2)
- Planning (2), Scrutiny (2), Environmental and HR awareness – gain a better understanding (2)
- Better knowledge of the council's constitution and Governance
- Housing, Rykneld Homes and the rights and regulations around council tenants
- Financial awareness and income generation
- Safeguarding
- Public Speaking
- Collaborative working

Taking account of the priorities members have identified above, together with wider legislative issues, corporate aims and organisational requirements, a member development programme for 2017/18 has been produced. This is attached at the foot of this report.

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
1 June 2016	Understanding Local Authority Budgets	16
	KPMG-Local Government Budget Survey Report	
	Welfare Reform	
19 July 2016	Housing and Planning Act	17
	Local Plan Development Update	
	Planning Service Briefing	
6 September 2016	Anti Fraud, Corruption and bribery Strategy	11
	Community Leadership	
	Media Relations Awareness	
15 November 2016	Environmental Despoilment	14
	Achieving Customer Service Excellence	
	Standards and Code of Conduct	
24 January 2017	Influencing and Negotiation Skills for Councillors	13
21 March 2017	The Effective Ward Councillor	17
	Handling Casework	
	Social Media Guidance	

Committee Specific Training and Other Training and Development Events

Prior to the first meeting of Licensing, Planning and Audit and Corporate Governance Scrutiny Committees, officers would usually provide update briefings, including the terms of reference of these committees.

Training

- Chairing Skills Training (LGIU) – 16 May 2016 (7 Councillors attended)
- Media Training (Media Friendly) – 1 August 2016 (8 Councillors attended)
- Rotherham Metropolitan Borough Council – Planning Board Training – 4 August 2016 (2 Councillors attended)

Briefings

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:

- Housing White Paper – 11 April 2017 (1pm) and 26 April 2017 (6pm)

Joint Sessions

The following sessions were held in partnership with Bolsover District Council:

- Making Effective Use of Overview and Scrutiny – 3 November 2016

This was a scrutiny skills workshop facilitated by Tim Young (LGIU Associate) to which all Scrutiny Members from both Bolsover District Council and North East District Council were invited. The event was held at North East Derbyshire District Council Offices. 8 NEDDC and 6 BDC Members attended the session.

Other Opportunities

Throughout the year members have also attended further sessions internal and external to the council such as Urban Design Events and a Taxi Licensing Seminar through the LGA.

East Midlands Councils Regional Briefing Events for Councillors 2016/17

The Council subscribed to the East Midlands Councils: Regional Policy Briefing Events for Councillors 2016/17. The following table details the events that were held during the year:

Date	Topic	Location	No. of Councillors Attended
15 June 2016	EMC Housing Summit	Nottingham	1
23 September 2016	Annual Policy Update Conference - Welfare Reform, Planning, Health and Devolution	Melton Mowbray	2
18 November 2016	Migration Conference	Melton Mowbray	0
17 January 2017	Summit on Asylum and Refugee Resettlement	Melton Mowbray	1
23 February 2017	Influencing Skills	Melton Mowbray	2
21 March 2017	Planning for Housing Delivery	Melton Mowbray	0

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 supports the subscription of the Council to the Programme for 2017/18 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 https://lms.learningnexus.co.uk/LGA/ with a username and password which was available by emailing E-Learning or contacting the Governance team. 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 ten modules available:-

- Community engagement and leadership
- Councillor Induction
- The Effective Ward Councillor;
- Facilitation and Conflict Resolution;
- Handling Complaints for service improvement;

- Influencing skills;
- Licensing and Regulation;
- Planning;
- Police and Crime Panels;
- Scrutiny for Councillors.

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.

Members' ICT Training

The Members IT and Training Officer provides regular support and training to 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. Formal training is always available to Members on request.

Member Development Budget 2016/17

The Member Development Budget for 2016/2017 was £3,000. Details of expenditure from the 2016/17 budget were reported to the Working Group on a regular basis.

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, for key briefing sessions it is intended that evening sessions will also be arranged for those members who are unable to attend in the daytime. 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 and development events.

North East Derbyshire District Council – Member Development Programme 2017-2019

Date	Topic	Links to corporate plan / learning and development needs survey
18 May 2017	Audit Committee Briefing – Annual Governance Statement (1 hour before meeting)	*Transforming our Organisation*
22 June 2017	Licensing Committee Briefing	*Supporting our communities to be Healthier, Safer, Cleaner and Greener*
June/July 2017	Planning Committee Training	*Unlocking our Growth Potential* *L&D Survey (Priority 4)*
20 June 2017 Member Involvement	Universal Credit Update	*Providing our Customers with Excellent Service*
	Equalities and Diversity Update	*Providing our Customers with Excellent Service*
	Public Health	*Supporting our communities to be Healthier, Safer, Cleaner and Greener*
16 October 2017 Member Involvement	Waste and Recycling Update	*Supporting our communities to be Healthier, Safer, Cleaner and Greener*
	The Homeless Reduction Bill	*Providing our Customers with Excellent Service*
	S106 – Affordable Housing Units	*Providing our Customers with Excellent Service*
November 2017	Scrutiny Event (Half Day) – Consult with Scrutiny Committee members	*L&D Survey (Priority 4)*

Date	Topic	Links to corporate plan / learning and development needs survey
9 January 2018 Member Involvement	Public Speaking	*L&D Survey (Priority 9)*
	Compliments, Comments and Complaints (Inc Web Chat)	*Providing our Customers with Excellent Service*
23 April 2018 Member Involvement	Standards and Code of Conduct (Inc Council Procedure Rules and Revised Constitution)	*Transforming our Organisation L&D Survey (Priority 5)*
	Leisure Investment Programme	*Transforming our Organisation*
	District Wide Locality Working	*Supporting our communities to be Healthier, Safer, Cleaner and Greener*
	2018/19	
May 2018	Audit Committee Briefing	*Transforming our Organisation*
May/June 2018	Licensing Committee Briefing	*Supporting our Communities to be Healthier, Safer, Cleaner and Greener*
May/June 2018	Planning Committee Briefing	*Unlocking our Growth Potential*
June 2018 Member Involvement	New EU Data Protection Regulations	*Supporting our Communities to be Healthier, Safer, Cleaner and Greener*

Date	Topic	Links to corporate plan / learning and development needs survey
October 2018 Member Involvement		
January 2019 Member Involvement		
April 2019 Member Involvement		

Date	Topic	Links to corporate plan / learning and development needs survey
TBC	*Sustainable Transformation Plan*	
TBC	*Media Training (Joint with BDC)*	