

North East Derbyshire District Council

Cabinet

6 June 2018

**Member Development Annual Report 2017/18 & Member Development Programme
2018/19**

Report of Councillor R Smith, Portfolio Holder for Corporate Governance

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 2017/18.
- The report also includes the Member Development Programme for 2018/19 for information.

1 Report Details

- 1.1 The Member Development Annual Report is attached as **Appendix 1** to this report and this also includes a copy of the Member Development Programme for 2018/19.
- 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.
- 1.3 Attached to the Annual Report is the programme for Member Development activities, including Member Involvement Half Days for 2018/19. This has been put together from the training needs identified from the survey of Members undertaken during 2017/18 and other issues that have arising that are important to keep Members up to date on. Some sessions in the programme are only provisional (indicated in italics) and some topics and/or dates may be amended during the year as necessary.
- 1.4 Additional sessions may also be scheduled during the year when changes in legislation, policies or other matters arise.

2 Conclusions and Reasons for Recommendation

- 2.1 To enable Cabinet to consider the Annual Report on Member Development during 2017/18.

3 Consultation and Equality Impact

3.1 Consultation is carried out with Members during the Training Needs Survey and on an ad hoc basis as necessary in relation to the organisation of one off events. SAMT and other officers are also consulted on the Member Development Programme.

4 Alternative Options and Reasons for Rejection

4.1 No alternative options are proposed as this report is for information and publicises to all Members the activities that have been undertaken and provides an opportunity for them to consider any future issues that may arise that they would like to see included in future programmes.

5 Implications

5.1 There are no financial, legal or human resources implications arising from this report.

6 Recommendations

6.1 That Cabinet notes the content of the Member Development Annual Report for 2017/18 and Member Development Programme for 2018/19.

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: <i>BDC:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <i>* Please indicate which threshold applies</i>	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 2017/18	
<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
Donna Cairns Senior Governance Officer		01246 217045

AGIN 5 (CAB 0606)2018/MD Annual Report



Member Development
Annual Report 2017/18

Member Development Annual Report 2016/17

Forward from Councillor N Barker, Cabinet Portfolio Holder for Member Development and Chair of Member Development Working Group 2017/18

As in previous years many topics and issues have been covered in the member development sessions.

Members have had the opportunity to participate in these sessions, which I'm sure have helped to enhance the background knowledge of those present, whilst also developing their skills to assist in their performance as local councillors.

Personally I would like to thank Sarah Cottam (who has now left us) and Donna Cairns who has taken on the reins in a seamless manner for coordinating the sessions and for their work with the Member Development Working Group.

Councillor N Barker

Introduction

The purpose of this Annual Report is to report on Member Development work undertaken in the municipal year 2017/18.

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 and Action Plan
- Member Involvement Half Days
- Committee Specific Training and Other Training and Development Events
- Other Member Development Opportunities
- Members' ICT Training and Members ICT Access and Usage Survey
- Member Development Budget 2017/18
- 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 Councillor Nigel Barker and its membership in 2017/18 was as follows:

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

Member Development Strategy

Cabinet approved the Member Development Strategy for 2016-2019 in March 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;
- The Learning and Development Needs Survey has been carried out in 2016/17 to identify priority training needs for members for 2017-19;
- A Member Development Programme 2017-2019 has been produced.
- 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;
- Electronic event evaluation forms have been created;
- Work has also commenced on upgrading the members extranet.

Learning and Development Needs Surveys

In December 2016 a Learning and Development Needs Survey was sent out to all Members which asked Members to identify training priorities for the forthcoming two years.

Taking account of the priorities members had identified during the survey, together with wider legislative issues, corporate aims and organisational requirements, a member development programme for 2017/18 was produced. A draft programme for 2018/19 is now attached to the Annual Report. This is a living document and may change over the year as policy/legislative changes occur or other issues arise that it is important Members receive briefings on as soon as possible.

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
20 June 2017	Public Health & Wellbeing in North East Derbyshire	12
	A Guide to Universal Credit	
	Equalities Update – June 2017	
16 October 2017	Waste and Recycling Update	16
	The Homeless Reduction Bill	
	Section 106 - Affordable Housing Units	
9 January 2018	Public Speaking and Learning Styles	14
	Compliments, Comments and Complaints, Web Chat	
	The Voice of the Councillor	
23 April 2018	New EU Data Protection Regulations	15
	Leisure Investment Programme	
	District Wide Locality Working	

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 usually provide training such as on the terms of reference of these committees.

Training

The following sessions were held during the year:

- Hate Crime training – 30 August 2017 – at DCO, Mill Lane - *Two sessions were held, one at 1pm and one at 5pm. The afternoon session was attended by 10 Members, the 5pm session by 2 Members.*
- Planning Committee Training – 14 September 2017 - at DCO, Mill Lane – 10 attendees.
- Licensing Committee Training – 25 September 2018 – at The Arc, Clowne – this was a joint session held in partnership with Bolsover District Council. 6 North East Derbyshire District Council Members attended.

Other Opportunities

Members have also been sent invitations to attend Legal Aid/Casework training sessions in Sheffield and various events hosted by East Midlands Councils in Melton Mowbray.

End of the East Midlands Councils Regional Briefing Events for Councillors

Unfortunately, East Midlands Councils decided to end its programme of Regional Briefing Events for Councillors in 2017/18. This was to be replaced by low cost events during the year however they have not been as frequent or cost effective as the programme which the Council regularly subscribed to in the past.

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 Members have been provided with. Members have been sent the details of how to access these modules but to assist Members, the Members' ICT and Training Officer will also be producing a short 'How to' video with details of navigating the log on stages and getting into the each training module.

The course catalogue had twelve modules available, the last two being recent additions:-

- 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
- *Stress management and personal resilience*
- *Supporting your constituents*

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 and on-going through servicing on a regular basis and one-to-one support on any issued Members encounter.

Formal training on iPad Apps such as Pages, Numbers, Keynote, iAnnotate & Extranet was offered at the end of 2016/17 however the take up was very limited. Training sessions are always available when there is a demand for any particular topic or feature of the iPads.

During 2017/18, the Members IT and Training Officer spent the majority of his time offering one-to-one ICT and iPad support to members rather than formal training. A new initiative has also been developed to produce short videos which demonstrate various iPad features and tools within apps for Members to access at any time. The videos are available to view from the NEDDC YouTube channel and the Members Extranet Portal.

So far the following videos have been developed:

- How To Access The iPad User Guide From The Extranet
- How To Email Photos From Your iPad.
- How To Access The Out Of Office Assistant From Your iPad.
- How To Customise Your iPad Keyboard.

Members are encouraged to request any specific topics they wish to see covered by videos that can be added to the suite available to all Members.

Member Development Budget 2017/18

The Member Development Budget for 2017/2018 was £3,000. Only one external course was funded during the year, at a cost of £75. It is anticipated that some external facilitators will be used during 2018/19 which will require the use of the member Development Budget. It is recognised that the need for external facilitators for training can fluctuate over different years and the budget is not always used. The following year, 2019/20, will also include the Induction Programme following the District Council Election in May 2019, so there are no proposals to reduce this budget in future years.

Member Development: Equality of Provision and Opportunity

The views of the majority of Members have been taken into account when scheduling most Member Development events, which have been held during the day. For significant issues evening sessions have also been arranged for those Members who are unable to attend in the daytime.

When sessions are provided by external facilitators or officers who cannot offer evening times, this is not always possible.

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 and the iPad video guides as outlined above.

All external training opportunities have been offered to all Members on a first come, first served basis.

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 Member Development Programme 2018-2019

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2018/19			
12 June 2018	Chairing Skills Training	Ann Reader, Frontline Consulting	<i>L&D Survey (Priority 4 – Public speaking and chairing skills)</i>
June/July 2018 TBC	Licensing Committee	<i>External provider To be organised by Licensing Team</i>	<i>Supporting our Communities to be Healthier, Safer, Cleaner and Greener L&D Survey (Priority 11)</i>
20 June 2018	New conversations – LGA guide to consultation and engagement	LGA	<i>Increasing customer confidence and satisfaction with our services, and improving customer contact and access to information</i>
26 July 2018	Audit and Corporate Governance Committee	<i>Head of Finance and Resources and Section 151 Officer.</i>	<i>Transforming our Organisation L&D Survey (Priority 8)</i>
TBC	Planning Committee Training	TBC	<i>Unlocking our Growth Potential L&D Survey (Priority 3)</i>

19 June 2018 (AM) Member Involvement	Safeguarding Awareness	Sarah Bingham Janice Barltrop Ann Bedford	<i>L&D Survey (Priority 6) Supporting our Communities to be Healthier, Safer, Cleaner and Greener</i>
	Transformation Update	Lee Hickin	<i>L&D Survey (Priority 5) Transforming our Organisation</i>
15 October 2018 (PM) Member Involvement	Growth Update	Allison Westray- Chapman	<i>L&D Survey (Priority 5) Unlocking our Growth Potential</i>
	<i>Corporate Plan 2019-2024 Development</i>	<i>Karen Hanson</i>	<i>L&D Survey (Priority 5 and 9)</i>
	<i>Littering and Recycling education programme</i>	<i>Steve Brunt</i>	<i>Supporting our Communities to be Healthier, Safer, Cleaner and Greener</i>
29 January 2019 (AM) Member Involvement	<i>Housing Workshop – at RHL</i>	<i>Niall Clark, Lorraine Shaw, Karl Apps</i>	<i>L&D Survey (Priority 1- housing issues) Enabling Housing Growth Providing our Customers with Excellent Service</i>
25 March 2019 (PM) Member Involvement	Managing casework and use of ICT	Member Lead/Members ICT and Training Officer	<i>L&D Survey (Priority 2) Providing our Customers with Excellent Service</i>