

North East Derbyshire District Council

Cabinet

10 April 2019

Member Development Annual Report 2018/19

Report of Councillor R Smith, Portfolio Holder for Corporate Governance and Chair of Member Development Working Group

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 2018/19.

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.
- 1.3 The Member Development Annual Report is to be considered by the Member Development Working Group at its meeting on 3 April 2019. 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 2018/19.

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. The Strategic Alliance Management Team and other officers are also consulted on the Member Development Strategy and Member Development Programme.

4 Alternative Options and Reasons for Rejection

- 4.1 Cabinet could determine to no longer receive a Member Development Annual Report however this option is not recommended as the Annual Report 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 Finance and Risk Implications

5.1.1 There are no financial implications arising from this report.

5.2 Legal Implications including Data Protection

5.2.1 There are no legal implications arising from this report.

5.3 Human Resources Implications

5.3.1 There are no human resources implications arising from this report.

6 Recommendations

6.1 That Cabinet note the Member Development Annual Report 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: Revenue - £75,000 <input type="checkbox"/></i> <i>Capital - £150,000 <input type="checkbox"/></i> <i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i> <i>Capital - £250,000 <input type="checkbox"/></i> <input checked="" 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 |
| Has the relevant Portfolio Holder been informed | Yes |
| District Wards Affected | None Directly |
| Links to Corporate Plan priorities or Policy Framework | All |

8 Document Information

| Appendix No | Title |
|---|--|
| 1 | Member Development Annual Report 2018/19 |
| <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 6 (MDWG 0403) MD Annual Report



Member Development
Annual Report 2018/19

Member Development Annual Report 2018/19

Forward from Councillor R Smith, Cabinet Portfolio Holder for Corporate Governance and Chair of Member Development Working Group 2018/19

This year I have been appointed as the Chair of Member Development Working Group. It has been a busy year, with many Member Development sessions and activities taking place including Member Involvement half days and other events for committee specific training and other topics.

The Council continues to be committed to Member Development: to offer all councillors an opportunity to build on their knowledge and experience, to learn new skills and to find out more about policies and proposals affecting the Council and our communities. This year Member Development Working Group have looked at how Member Development is delivered and supported, using new methods such as online platforms and videos. Following the addition of mandatory training requirements to the Constitution in May 2018, a review of the Member Development Strategy was carried out, which has now been approved by Cabinet.

Also during the year, all Members were invited to complete training needs surveys to assess learning and development priorities for future programmes. Member Induction programmes following the election in May 2019 have also been developed to support all new and returning Councillors in carrying out their roles as effectively as possible.

I would like to thank Members for their support this year, particularly those on the Working Group, and all Members who have attended and contributed to Member Development activities. And to the many officers who have delivered training and briefing sessions, and governance officers who have organised and scheduled all the activities.

Councillor Rosie Smith

Introduction

The purpose of this Annual Report is to report on Member Development work undertaken in the municipal year 2018/19.

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
- Members' Learning and Development Needs Survey and Member Development Programme Development
- Member Involvement Half Days
- Committee Specific Training and Other Training and Development Events
- Other Member Development Opportunities
- Member Development Budget 2018/19
- 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 Rosie Smith and its membership in 2018/19 was as follows:

Councillor J Austen
Councillor N Barker
Councillor G Baxter MBE
Councillor A Cooper
Councillor D Hancock
Councillor J Windle

Member Development Strategy

Cabinet approved the Member Development Strategy for 2016-2019 in March 2016. A revised Strategy for 2019-2023 was approved by Cabinet in March 2019 which

incorporates the Constitutional Provisions for mandatory training added in May 2018 at Annual Council.

The 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
- Promoting Leadership Development
- 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 2016-2019 Strategy contained 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 2017-2019 is now complete;
- The Learning and Development Needs Survey has been carried out in 2018/19 to identify priority training needs for members for 2019-20;
- A draft Member Development Programme 2019-2020 has been produced.
- Electronic event evaluation forms have been used and a follow-up evaluation form has been created to enable Members to reflect on their development a few months after the event;
- Work was undertaken on producing a Member Development Database to make access to materials on the Extranet easier, however this has been suspended pending the implementation of new Committee Management Software.
- A programme of Local Democracy Week events took place in October 2019 and resources promoting electoral registration and standing as candidates in local election were shared on the Council's website.

Learning and Development Needs Surveys

In December 2019 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 2019/20 was produced. A draft programme for 2019/20 has been developed and is under review by Member Development Working Group and the Strategic Alliance Management Team. 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 |
|------------------------|--|-------------------|
| 19 June 2018 | A Programme for Change | 15 |
| | Safeguarding Awareness | |
| <hr/> | | |
| 15 October | Demonstration of the new Extranet | 15 |
| | Managing Casework and Use of ICT | |
| <hr/> | | |
| 29 January 2019 | Introductory Mental Health Awareness | 12 |
| | Time Management | |
| <hr/> | | |
| 25 March | Custom & Self Build – “It’s Not All Grand Designs” | TBC |
| | EON Empty Property Scheme | |
| | Regeneration Projects Update | |

Training and Briefing Sessions

The following sessions were held during the year:

- Chiring Skills – 12 June 2018
- New Conversations’ – LGA Guide to Engagement – 20 June 2018
- Planning Committee Briefing – 31 May 2018
- Emergency Planning Briefing – 8 October 2018
- Licensing Committee Training – 23 October 2018

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 is available and sessions can be scheduled when there is a demand for any particular topic or feature of the iPads.

During 2018/19, 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 was also 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.
- How to remove numbers from your iPad's QWERTY 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 2018/19

The Member Development Budget for 2018/19 was £3,000, of which £2,279.50 was used. This spent on external facilitators delivering sessions at the Council, such as Licensing Training, Mental Health Awareness and Charing Skills. Member Development Working Group monitor the budget throughout the year. It is recognised that the need for external facilitators for training can fluctuate over different years. The next year, 2019/20, will include the Induction Programme following the District Council Election in May 2019. It is anticipated that some external facilitators will be used during 2019/20 which will require the use of the Member Development Budget.

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. A Planning Briefing event was proposed to be scheduled as an evening meeting but it was not possible to arrange a suitable date with sufficient numbers of attendees. The session was held after a Council meeting instead. The low demand for sessions outside of working hours has made it difficult to justify scheduling events regularly at this time, but consideration is always given to this possibility.

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.

An equality impact assessment has been carried out on the Member Development Strategy which concluded that there were no negative impacts arising. Member Development is considered essential to level the playing field to enable all Members from any background to carry out their role and access and have input on Council meetings and services.

Member Development Evaluation

The Working Group receives reports on a regular basis detailing statistical evaluation, together with Members' comments, on training and development events.