

# 2018/19 MEMBER DEVELOPMENT ANNUAL REPORT

July 2019 - Audit and Governance Committee



## I. OVERVIEW

This report presents an overview of member development activity which took place during the 2018/19 financial year. The Oversight and Governance Manager is the officer responsible for member development and is in turn supported with administration by the Chief Executive's Office Business Support team.

Member development is a key facet of enabling elected-members to undertake their role well. The Council had a budget of £2,000 for member development during the year and spent £1,279 against this.

Member development activities comprise both internally and externally delivered training or briefing sessions, LGA (Local Government Association) online training materials accessible via the Councillors' Toolkit and updated annually, and online training courses accessible via the LGA.

There is a budget of £2,000 for member development. Some externally delivered training is free (apart from travel and subsistence) and others cost up to £1,000 (e.g. for an LGA Leadership Academy place).

## 2. 2018/19 MEMBER DEVELOPMENT

### Overview

Member training and development undertaken during 2018/19 is provided below:

Training/briefing event	Purpose	Date(s)	No. of Attendees
New Member Induction	To help orient new Councillors to their role and set them up quickly for success in engaging with their residents		7 (all new councillors)
Planning Committee	To ensure Councillors who are/will be members of Planning Committee are informed of key legal requirements and trained to undertake the role well. This training is required for new Licensing Committee members and substitutes.	22 May 2018	4
		24 May 2018	3
Taxi Licensing	To ensure Councillors who are/will be members of Licensing Committee are informed of key legal requirements and trained to undertake the role well. This training is required for Taxi Licensing Committee members.	22 May 2018	6
		29 May 2018	2
Licensing	To ensure Councillors who are/will be members of Licensing Committee are informed of key legal requirements and trained to undertake the role well. This	23 May 2018	4 <i>(1:1 training was further arranged for four councillors)</i>

Training/briefing event	Purpose	Date(s)	No. of Attendees
	training is required for all Licensing Committee members.		
Child Safeguarding	To brief Councillors on how the Council's approach to safeguarding children and how to raise any concerns about a child's welfare	18 June 2018 20 Sept 2018	4 3
Introduction to Local Government Finance (external trainer)	To help new and existing Councillors understand the complexities and practicalities of local government finance and how that relates to Plymouth	7 June 2018	29
Scrutiny Essentials (external trainer)	To support Councillors in their role on Scrutiny Committees to maximise scrutiny's impact	5 July 2018	14
Devon and Cornwall Police Briefing (external briefing)	To brief Councillors on the potential merger between Devon and Cornwall Police and Dorset Police	1 August 2018	21
Focus on Leadership BAME Weekend Event (LGA programme)	The event provided a unique learning and networking opportunity for elected members from BAME backgrounds and those who interested in exploring ideas for enhancing the recruitment and retention of BAME councillors.	8-9 February 2019	1

Training/briefings tend to be concentrated towards the start of the municipal year to ensure councillors are fully briefed and trained for their relevant committees/to understand their statutory duties.

Members are advised about training and development opportunities via Councillor News, the Councillors Toolkit and direct emails/diary invites.

Evaluations for each training course/briefing are undertaken and feedback sent to the trainers for their consideration to inform/improve future sessions. No concerns were raised by participants in any sessions about the quality of provision and constructive suggestions for improvements are welcomed.

There are also other channels which are utilised and promoted to support development, including workbooks (from the LGA) and e-learning (e.g. Committee Chairing skills for new Chairs). These materials continue to be made available the Councillors' Toolkit and highlighted as appropriate. The Council does have access to training courses offered by the LGA, most of which are free to attend (excluding expenses), and has offered to be a host site for courses/briefings offered by the Local Government Innovation Unit (LGiU).

## Induction

We also took a fresh approach to new member induction for 2018 (and carried that forward to 2019). The new approach was informed by discussions with newer councillors on their reflections of what worked well and what could be improved, and a review of practice at other councils. Evaluation questionnaires completed by participants were positive and follow-up discussions were held with new members three months after they joined to see how they were settling in and to offer any further support. The programme for the 2018 Induction is attached at **Annex I**.

### 3. CHARTER STATUS

The aim during 2019/20 is to apply for LGA [Member Development Charter Status](#) via South West Councils. The Charter for Member Development was developed by the nine Regional Employers Organisations in partnership with the Local Government Association.

The Charter supports Councils to adopt a structured approach to councillor development and support, and to building elected Member capacity, which is essential for any council dedicated to meeting the needs of its community.

In summary the process is:

- Commitment from the authority to member development
- Self-assessment against the Charter standards and action plan against standards not yet met
- Evaluation by Charter Assessors and site visit
- Reassessment (three years after initial award of Charter Status)

Officers will develop a timetable for the process and report back to Audit and Governance Committee on progress at the next meeting,

### 4. 2019/20 TRAINING AND DEVELOPMENT

Training which has already been undertaken during 2019/20 and/or is scheduled is set out below:

Training event	Purpose	Date(s)	No. of Attendees
New Member Induction	To help orient new Councillors to their role and set them up quickly for success in engaging with their residents	7 May 2019	3 (all new councillors)
Planning Committee	To ensure Councillors who are/will be members of Planning Committee are informed of key legal requirements and trained to undertake the role well	21 May 2019 28 May 2019	8
Taxi Licensing	To ensure Councillors who are/will be members of Licensing Committee are informed of key legal requirements and trained to undertake the role well	21 May 2019	3
Licensing	To ensure Councillors who are/will be members of Licensing Committee are informed of key legal requirements and trained to undertake the role well	22 May 2019	7
Corporate Parenting	To ensure councillors are fully briefed on their responsibilities as a Corporate Parent	30 May 2019 13 June 2019	11

Training event	Purpose	Date(s)	No. of Attendees
The Health Landscape (external briefing)	To improve understanding of the NHS and to develop a well-informed dialogue between health and local government in STPs/integrated care systems	13 June 2019	11
Audit training (external trainer)	To enhance the role of audit committee at the Council (this training was offered to all members)	4 July 2019	Five
'Making Every Contact Count' training (external training)	This accredited training is intended to develop the skills and confidence of councillors in supporting people to improve their own health and wellbeing	2 September 2019	<i>Pending</i>
Health and Safety and Lone Working for Councillors	To support councillors in keeping themselves safe in their role	Tbc	<i>Pending</i>

Some specific training for Cabinet Members has also been booked through the LGA (Leadership Academy (3) and Leadership Essentials (2) programmes).

Officers will continue to engage with political groups to understand and offer training/briefings throughout the remainder of the year.

**ANNEX I: INDUCTION WELCOME EVENT PLAN MAY 2018**

<b>WHEN:</b>	Tuesday 8 May 2018
<b>WHERE:</b>	The Council House, Armada Way, Plymouth, PL1 2AA
<b>ARRIVAL TIME:</b> <b>RE-ELECTED</b> COUNCILLORS ONLY	<b>09:00</b> for declaration of acceptance of office and new web profile photo, if requested.  Re-elected Councillors are welcome to stay for the entire welcome session.
<b>ARRIVAL TIME:</b> <b>NEW</b> COUNCILLORS ONLY	<b>09:45</b> for start of induction session for new Councillors - new Councillors will be met at the front doors of the Council House

**Objectives of the Induction Welcome Event:**

- Ensure re-elected and newly elected Councillors sign the Declaration of Acceptance of Office
- Orient newly elected Councillors with the Council House as their main workplace
- Ensure newly-elected Councillors can immediately begin to serve their residents by:
  - Having the right equipment and training to be able to connect with residents immediately
  - Demonstrating the webcasting system and how social media can best be used as a means of engaging with residents
  - Explaining what Casework is and how it can be raised
  - Explaining how to access Community Grants and Living Streets funds
  - Explaining how to stay safe during ward work
  - Highlighting future training and development opportunities to undertake the role effectively

<b>TIME</b>	<b>PROGRAMME OF EVENTS</b>	<b>LOCATION</b>
09:00-09:30	<b>Re-elected Councillors – Declaration of Acceptance of Office</b>  Re-elected Councillors to attend the Council Chamber to sign the Declaration of Acceptance of Office and have a new web profile photo taken if requested.	<b>Council Chamber</b>
09:45-10:00	<b>Newly elected Councillors – Arrival and overview of the day</b>  Siân Millard, Oversight and Governance Manager	<b>First Floor Landing</b>
10:00-11:10	<b>Newly Elected Councillors – Welcome from chief Executive and Declaration of Acceptance of Office</b>  Newly elected Councillors to be welcomed by the Chief Executive and sign the Declaration of Acceptance of Office. Councillors will also have a web/ID card profile photo taken, and complete their Declarations of Interest and Information Commissioners Office Registration.	<b>Council Chamber</b>
11:10-11:30	<b>Tour of the Council House</b>  James Driscoll, Democratic Support Assistant will take you on	<b>Council House</b>

<b>TIME</b>	<b>PROGRAMME OF EVENTS</b>	<b>LOCATION</b>
	a tour of your new workplace and answer any questions you might have.	
11:30-12:30	<b>Equipping you for success</b> Nicola Ashford-Heale, ICT Training Consultant and James Driscoll, Democratic Support Assistant will provide you with your ICT equipment and provide training on the 'need to know' basics	<b>Warspite Room</b>
12:30-13:30	<b>Lunch</b> New and re-elected Councillors invited to an informal lunch with members of the Corporate Management Team	<b>Reception Room</b>
13:30-14:15	<b>Webcasting and social media</b> Mandy Pearse, Head of Public and Partner Relations and Ross Jago, Senior Panel and Partnerships Officer will take you through what to expect when a meeting is webcast and making best use of social media in your role	<b>Marlborough Room</b>
14:15-15:15	<b>Supporting your residents - Casework and Devolved Funds</b> Maddie Halifax, Senior Support Coordinator, will take you through how to raise casework from your residents and how to access and spend funds devolved to you/your ward	<b>Marlborough Room</b>
15:15-15:30	<b>Break</b>	
15:30-16:00	<b>Keeping safe</b> Neil Walmsley and Shaun Badmin from the Health and Safety team will take you through some top tips to keep yourself safe in your role as a Councillor	<b>Marlborough Room</b>
16:00-16:20	<b>Future learning and development opportunities</b> Siân Millard, Oversight and Governance Manager, will take you through the learning and development opportunities available to you throughout the year	<b>Marlborough Room</b>
16:20-16:30	<b>Q&amp;A</b> This is an opportunity to ask any questions you might have and to complete any remaining paperwork	<b>Marlborough Room</b>
16:30	<b>End of Welcome Induction Session</b>	